ARCHIVAL ORGANIZATION AND RECORDS MANAGEMENT

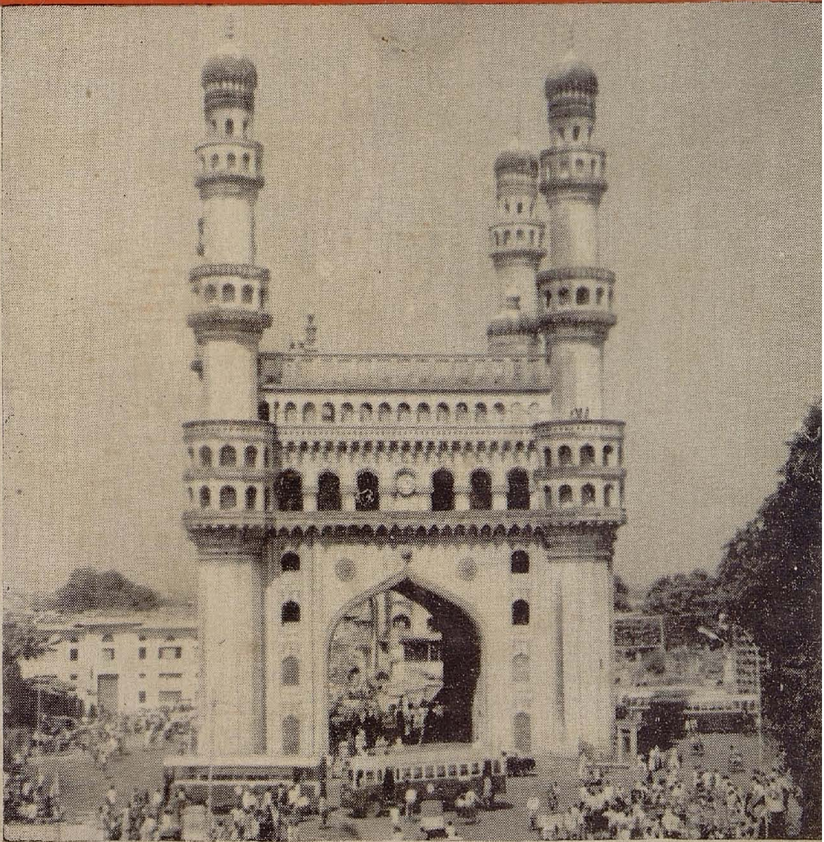
IN

The State of Andhra Pradesh

(INDIA)

Volume I

M. V. S. Prasada Rau



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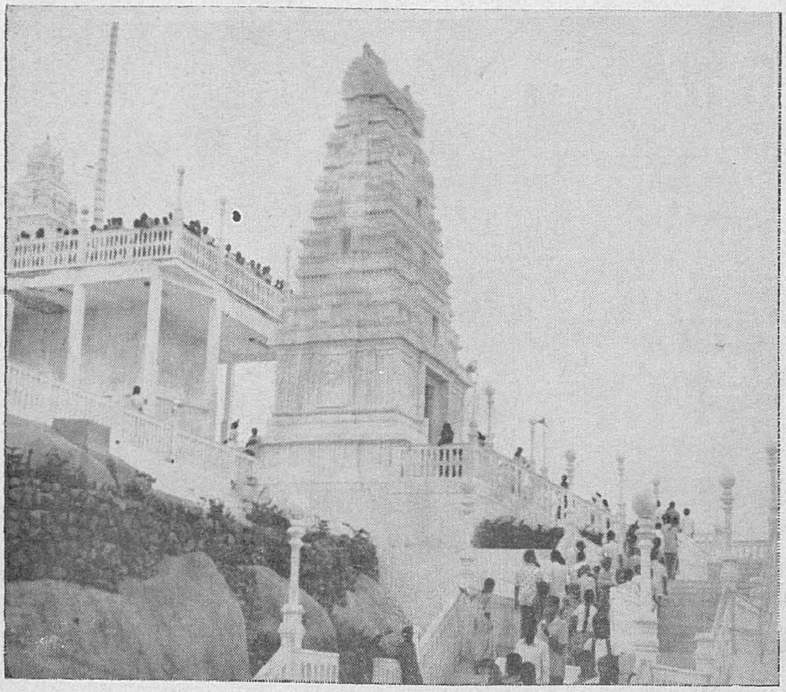

Frontispiece:—THE *SRI VENKATESWARA DEVALAYAM,* Naubat Pahad, near Adarshnagar, Hyderabad—The marble temple of Lord Venkateswara which now overlooks the twin cities of Hyderabad and Secunderabad.

[*cf.*, the entry, "*Naubat Pahad*" in the Glossary, *q. v.*]

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(INDIA)

VOLUME I

An Archival Analysis and Description of the Public Documents in the Andhra Pradesh State Archives

M. V. S. PRASADA RAU,
Indian Administrative Service.

Published under the Authority of the Government of Andhra Pradesh by the Director of State Archives (Andhra Pradesh State Archives), Hyderabad, India: 1980/1902 (Saka).

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To the memory of modern India's revered *savant,* diplomat, and philosopher—statesman, the late Dr. Sarvepalli Radhakrishnan [1887-1975], President of India, 1962-1967.

ARCHIVAL ORGANIZATION AND RECORDS MANAGEMENT IN THE STATE OF ANDHRA PRADESH (INDIA)—*VOLUME I.*

[AN ARCHIVAL ANALYSIS AND DESCRIPTION OF THE PUBLIC DOCUMENTS IN THE ANDHRA PRADESH STATE ARCHIVES]

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I am deeply indebted to my esteemed father Shri M. V. N. Rau, Retired Audit Officer of the Indian Audit and Accounts Department, for having gone through the entire manuscript of this book twice, for making corrections in expression, and for his scholarly suggestions for improving the book, as well as for his constant encouragement.

I would also like to place on record my deep sense of gratitude to my esteemed colleague, Shri Vanukuru Narayana Rao of the Indian Administrative Service, for ensuring that this publication saw the light of the day.

I am grateful to my illustrious mentor and beloved Guru, Shri Pamulaparthi Venkata Narasimha Rao, Minister for External Affairs (Videsh Mantri), Government of India (Bharat Sarkar), for having gone through the entire manuscript of this book and for his valuable suggestions. The very fact that Shri Narasimha Rao has found the time to go through the book despite all his preoccupations and his onerous duties as India's Foreign Minister, shows his magnanimity and generosity.

I would like to place on record my thanks to Shri B. B. Lal, Governor of Sikkim, and Shri Govind Narain, Governor of Karnataka, who have gone through the MS. of this volume and given me extremely valuable suggestions for its improvement,—especially to Shri Lal with whom I have had useful discussions on historiography and on archival matters when I went to Gangtok (Sikkim) in May, 1979 to attend a historical congress on Indology and Tibetology.

I place on record my thanks to my esteemed friend and colleague, Shri Krishnan Raghunath of the Indian Foreign Service, who is at present Ambassador Extraordinary and Plenipotentiary of India to the German Democratic Republic, East Berlin, for having gone through Chapters I to X of this book and for offering his erudite comments and suggestions. Krishnan Raghunath who is one of India's very distinguished diplomats today has seen service in Beijing, New Delhi, San Francisco, New York, Washington and Moscow, and now, Berlin. Our common interests since our days together in the I.A.S. training school, Mussoorie (Uttar Pradesh), in 1962-63, have included historiography, archives management, archival science and documentation science, and the study of mediaeval Indian history. Earlier, when he was dealing with substantive desk work in the External Affairs Ministry, New Delhi, and when he was counsellor in the Indian Embassy in Moscow in 1978, Shri Raghunath who is himself a linguist and scholar passed on to me enquiries about documents and historical records in the Andhra Pradesh Archives from the Soviet Union, and Eastern Europe and has all along been evincing scholarly interest in the work of the Andhra Pradesh Archives.

I am thankful to the distinguished Andhra Pradesh cabinet ministers, Shri Nedurumalli Janardhana Reddy, Revenue Minister, Shri P. V. Choudary, Endowments, Archives and Archaeology Minister, and Shri Nadendla Bhaskara Rao, Minister for Excise and Commercial Taxes, for their suggestions, and for the interest they have evinced in my endeavours in writing this work of twelve chapters.

I am obliged to my distinguished colleagues, Shri S. R. Ramamurthi, I.A.S., Chief Secretary to the Government of Andhra Pradesh, and Shri M. Gopalakrishnan, I.A.S., Secretary, Primary and Secondary Education Department (who has later taken over as Education Secretary), who have extended unfailing courtesy, encouragement and co-operation to me at all times. Dr. J. D. Shukla, I.C.S. (Retired), and Shri K. Subramanyam, I.A.S., have gone through the script of Chapters IX and X and given me useful ideas for its improvement.

Dr. Vasant Kumar Bawa of the Indian Administrative Service who held the post of Director of the Andhra Pradesh State Archives thrice in the early nineteen-sixties, had originally planned to bring out a guide to our archives. In that direction an outline guide and some check-lists of archives were drafted by the officers and members of the staff of the State Archives. But the stillborn guide was unfortunately never completed, and in the process the script also got out-dated. Mr. A. N. Baji, former Assistant Director, State Archives had also collected some material off and on in the sixties. In the absence of a guide to the archives and because of gaps in reference media, the need for a book of this type has been keenly felt all along. I started work on such a publication *de novo* as soon as I was posted as the Director of State Archives in April, 1978, and I completed writing this book of twelve chapters and ten appendices in August, 1979.

Shri M. G. Ramachandra Rao, Archivist, has been of help by reading the typed script and by offering his valuable suggestions on Chapters VIII, IX and X, and the first six Appendices. Shri Arab Mohammed Ishaq, Caretaker, State Archives, has been of general help in compiling archival lists under my direction when he has been acting as my personal assistant in 1978-79.

I would like to take this opportunity to thank Shri V. V. Naidu, Director, Andhra Pradesh Government Text Book Press, Shri T. Shanmugha Sundaram, Assistant Director of Printing (Technical), Shri U. Muralidhara Rao, Foreman, and the technical staff of the Government Secretariat Press, Hyderabad, for the personal interest they have evinced in getting this book printed expeditiously. Shri N. Melagiri Rao, Research Assistant, Andhra Pradesh District Gazetteers Department, has done excellent work in correcting the proofs of this volume.

—M. V. S. PRASADA RAU.

Hyderabad:
the 29th February, 1980.

LIST OF ILLUSTRATIONS

Frontispiece: The *Sri Venkateswara Devalayam,* Naubat Pahad, near Adarshnagar, Hyderabad.

Illustrations: (between pages 214 and 215).

1. The *Charminar,* Hyderabad.
2. *Erram Manzil* (or *Irrum Manzil*), Hyderabad.
3. A Bahmani *farman* of Feroz Shah Bahmani (1397-1422).
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8. The Malwala Palace, Hyderabad.
9. Mahatma Gandhi's letter of the 2nd April, 1939 to Sir Akbar Hydari.
10. An *Akhbar* (newsletter) of 1796 A.D. from Poona.
11. A Telugu document of the 18th century regarding imports and exports from Nizampatnam port.
12. A view of the world-famous temple of Lord Venkateswara, with *gopurams* in Tirumala (upper Tirupati) in Chittoor district, Andhra Pradesh.
13. A view of the Andhra Pradesh State Archives buildings.
14. The Stack Area of Repository I of the APSA.
15. A view of the Archival Repair and Preservation Division of the APSA.
16. An extension lecture of the Lecture Series Programme on Historiography, Archival Science, and Records Management.
17. The Spanish Saracenic mosque in the grounds of the Begumpet Palace, Hyderabad.
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LIST OF ABBREVIATIONS AND ACRONYMS

Ac. No. Ac. R. No.	}	Number of the Accession Register of the Andhra Pradesh State Archives (formerly the *Daftar-i-Diwani* and Central Record Office, Hyderabad)
A. D.	..	*Anno Domini* ("in the year of our Lord")
adj.	..	adjective.
A. F. M.	..	Auxiliary Field Measurement.
A. H.	..	*Anno Hegirae* (in the year of the Hijra era).
a.m.	..	*ante meridiem* (before noon)
APOML & RI	..	Andhra Pradesh Oriental Manuscripts Library and Research Institute, Hyderabad.
A.P.S.A.	..	Andhra Pradesh State Archives
A. R.	..	Accession Record/Accession Register.
A. R.O.	..	The Andhra Record Office Kurnool (Andhra State) [Now the Andhra Pradesh State Archives]
As.	..	Annas
B. C.	..	Before Christ.
B. C. S.	..	The Bengal Civil Service.
Bd's. Ref.	..	(Revenue) Board's Reference.
B. P.	..	(Revenue) Board's Proceedings.
B. S. O. No.	..	Board's Standing Order number.
B.S.Os.	..	Board's Standing Orders (*i.e.*, Standing Orders of the Board of Revenue).
c.	..	circa.
C. B.	..	Companion of the Order of the Bath (British title)
C. B. E.	..	Commander of the Order of the British Empire*
C. D. M.	..	Collector and District Magistrate.
cf.	..	carried forward; compare; *confer*.

*British title oonferred till 1947.

C. I. D.	..	Criminal Investigation Department.
C. I. E.	..	Companion of the Order of the Indian Empire*
Cir.	..	Circular.
Cl.	..	Clause.
C. L. R.	..	Computer Language Recorder; Commissioner of Land Revenue (formerly First Member, Board of Revenue).
Col.	..	Colonel; Column.
Collr.	..	Collector.
Commr.	..	Commissioner; Commissioner of a Division; (functional) Commissioner (of the Board of Revenue); (Revenue) Commissioner.
contd.	..	continued.
C. R. O.	..	The Central Records Office, Hyderabad (now the Andhra Pradesh State Archives).
C. S. I.	..	Companion of the Order of the Star of India*
D.C.	..	District of Columbia (U.S.A.)
D. C. L.	..	Doctor of Civil Law.
D.Dis.		Files which are to be retained for a period of 10 years.
D. Litt.	..	Doctor of Literature.
D. O. M.	..	District Office Manual.
D. S. A.	..	Director of State Archives.
D. Sc.	..	Doctor of Science.
E.	..	Establishment.
e.g.	..	*exempli gratia* (—for example)
etc.	..	*et cetera* (—and so forth)
F.	..	Fasli era.
F. P.	..	Field Punishment, Food Production.

*British title conferred till 1947.

G. A.	..	General Administration
G. A.D.	..	General Administration Department (Secretariat)
G. C. I. E.	..	(Knight) Grand Commander of the Order of the Indian Empire*
G. C. S. I.	..	(Knight) Grand Commander of the Order of the Star of India*
G. O.	..	Government Order.
G. O. A. P.	..	Government of Andhra Pradesh.
G. O. H., G. H.		Government of Hyderabad.
G. O. I.	..	Government of India (*Bharat Sarkar*).
G. S. A.	..	General Services Administration, U.S.A. (of which N.A.R.S. is a wing).
H.	..	Hijra era.
H. &. L. A.	..	Health and Local Administration Department (Secretariat)
H. C. S.	..	The Hyderabad Civil Service.
H. E. H.	..	His Exalted Highness (honorific prefix to the title of the Nizam of Hyderabad granted by the British in 1918).
H. E. I. C.	..	The Honourable The East India Company.
H. E. I. C. S.	..	The Honourable East India Company's Service.
H. H.	..	His Highness (honorific prefix to the titles of Rulers of Indian States).
H. H. & M. A.	..	Health, Housing and Municipal Administration Department (Secretariat).
Hon., Hon'ble	..	Honourable
H. R. H.	..	His Royal Highness.
I. A. S.		The Indian Administrative Service.
I.A.S.L.I.C.	..	The Indian Association of Special Libraries and Information Centres, Calcutta.

*British title conferred till 1947.

ibid	..	Latin: *ibidem* (—"in the same place").
I. C. S.	..	The Indian Civil Service.
I. C. S. A.	..	Indian Civil Service Association (Governors, Provinces and Central), *up-to* 1947.
	..	[*After* 1947: ICASA—Indian Civil and Administrative Services (Central/State) Association; *after* 1980: IASA—Indian Administrative Service Association (Central/State).]
i.e.	..	*id est* (—that is)
I. H. C.	..	The Indian History Congress.
I. H. R. C.	..	The Indian Historical Records Commission.
Inc.	..	Incorporated.
I. O. L.	..	The India Office Library and Records, London.
K. C. I. E.	..	(Knight) Commander of the Order of the Indian Empire*
K. C. S. I.	..	(Knight) Commander of the Order of the Star of India*
Kum.	..	*Kumari*, (*i.e.*, Miss)
Kt.	..	Knight.
L. Dis.	..	files which are to be retained for one year only.
LL. D.	..	Doctor of Laws.
Lt., Lieut	..	Lieutenant.
M. A.	..	Master of Arts. (*Magister Artium.*)
M. C. S.	..	The Madras Civil Service.
Md., Mohd.	..	Muhammad, Mohammed.
Memo.	..	Memorandum
Memos.	..	Memoranda
Mis./Ms.	..	Miscellaneous.
M. Phil.	..	Master of Philosophy.

*British title oonferred till 1947.

M. R. O.	..	The Madras Record Office, Egmore, Madras (now the Tamil Nadu Archives).
MS.	..	Manuscript (pl.—MSS)
n.	..	noun.
N. A.	..	Not available.
N. A. R. S.	..	National Archives and Records Service (of the G.S.A., U.S.A.)
N. A. I.	..	National Archives of India, New Delhi.
N. B.	..	*nota bene* (—note well, or take notice).
N.E.S.	..	National Extension Service ..
no.	..	number.
N. Y.	..	New York.
Offg.	..	Officiating.
OMAPSA	..	Office Manual of the Andhra Pradesh State Archives.
O.O.	..	Office Order.
Oxon.	..	*Oxonia*—Oxford; *Oxoniensis*—of Oxford (England).
P.	..	Paise.
p., pg.	..	page.
P. E. D.	..	Personal Estate Department.
P. Fs.	..	Personal files.
pgs., pp.	..	pages (p.—page)
Ph. D.	..	Doctor of Philosophy.
pl.	..	plural
p.m.	..	*post meridiem* (after noon)
P. O. A.	..	Programme of action, Plan of action.
P. R. O.	..	The Public Record Office, London.
Prof.	..	Professor.

Ps.	..	Pies.
P. W.	..	Public Works.
P. W. D.	..	Public Works Department.
q. v.	..	*quod vide*—which (sing.) see. (pl.....*qq. v.*)
qq. v.	..	*quae vide*—which (plural)see.
R. & R. D.	..	Research and Reference Division (of the APSA.)
R. Dis.	..	files which are to be retained permanently.
Re.	..	Rupee.
R. H. R. S. C.	..	Regional Historical Records Survey Committee.
Rs.	..	Rupees.
Rt.	..	Routine.
Sans., S.	..	Sanskrit.
S. C.	..	Spare copy.
S. C. N.	..	Spare copy with notes.
S. E.	..	Saka era.
Sec.	..	Section (of an Act., Regulation, Ordinance or Law)
Sectt.	..	Secretariat.
Secy.	..	Secretary; Secretary to Government.
sing.	..	singular.
Sl. No./S. No.		Serial number.
Smt.	..	*Srimathi, Shrimati* (*i.e.*, Mrs.)
S/o.	..	son of
St.	..	Saint.
sub-sec.	..	sub-section of a section (of an Act, Regulation, Ordinance or Law).
Tel., T.	..	Telugu.
T. N. A.	..	The Tamil Nadu Archives, Egmore, Madras.
Trans.	..	Translated by
U. K.	..	The United Kingdom of Great Britain and Northern Ireland. (after 1921); the United Kingdom of Great Britain and Ireland (up to 1921)

U. O.	..	Un-Official.
U. S.	..	The United States.
U. S. A.	..	The United States of America.
U. S. S. R.	..	The Union of Soviet Socialist Republics. (S.S.R.—Soviet Socialist Republic.)
viz.,	..	namely.
Vol.	..	Volume.

सत्यमेव जयते

विदेश मंत्री, भारत

MINISTER OF EXTERNAL AFFAIRS,
INDIA.

FOREWORD

The Andhra Pradesh State Archives is having in its repositories and archival vaults in Hyderabad, Tirupati and Visakhapatnam an enormous collection of archives, historical records and manuscripts, dating back to the 15th Century A.D. which are of permanent value. The oldest of these documents and manuscripts belong to the days of the Vijayanagara Empire, the Bahamani, Qutb Shahi and Adil Shahi Kingdoms, and the Mughal Empire after Shah Jahan. There are also certain very important records pertaining to the period of the English East India Company in the Regional Offices of State Archives in Tirupati and Visakhapatnam which I understand have been transferred to them from Collectorates of the Andhra region.

These archival records serve as a primary source of information for historians and historiographers on economic, social, political and administrative developments in Andhra and Telangana over the last three to four centuries. The documents pertaining to the East India Company's activities on the Coromandel Coast throw up a mass of interesting details about the economic and social life of the people of the Coastal area of Andhra Pradesh during these times. There is also a wealth of archival material in the possession of the State Archives department which can document serious historical research works on the history of the freedom movement in the vast territories of the State of Andhra Pradesh. Andhra Pradesh State Archives is a research institution of international standing comparable with any of the leading archival institutions in the world, as far as the great value of its archival holdings and also the research facilities that it provides to researchers, historians and historiographers are concerned. The Andhra Pradesh Archives has also been bringing out a half-yearly historical research journal called the *ITIHAS* since 1973, and I understand that this journal has been very well received by universities and research institutions in India, Europe, the American Continent, Asia and Africa, Australasia, the U.S.S.R. and Japan.

Modern scientific techniques and principles of Archival Science have been adopted in the Andhra Pradesh State Archives for the proper preservation and up-keep of records. A planned time-bound programme involving micro-filming and advanced techniques of reprography has been launched upon in the Andhra Pradesh Archives since April 1978. The department is having trained archivists and technical

personnel to carry out its onerous tasks in preservation of extremely valuable archives, public records and historical material, for posterity. It regularly provides professional advice and archival guidance to various departments and agencies of the Government in the field of records management and archives-keeping. I have been personally aware of the important and valuable work being done by the Andhra Pradesh State Archives Department ever since I was Education Minister of Andhra Pradesh (1967-71), and later the Chief Minister of Andhra Pradesh (1971-73). I have always felt that the specialized work of the Archives Department needs to be properly recognized and also reflected in the budgetary provisions that we make for this important function of archives-keeping.

I am extremely happy that Shri M. V. S. Prasada Rau who is an officer of the Indian Administrative Service in the Andhra Pradesh cadre, has written this well-documented book "*Archival Organization and Records Management in the State of Andhra Pradesh* (*India*)", (Volume I). For quick retrieval and reference of archival material in any archives, archival guide-books or reference publications are absolutely essential. In the absence of contemporary reference media and index-lists for a large volume of material in the Andhra Pradesh Archives, the lack of a Guide or a master index-publication has been felt for quite some time. I am glad that as a result of Prasada Rau's endeavours this need has now been fulfilled in the shape of this publication. I am sure this book will be well received in academic circles, universities and research institutions in India and abroad. I would like to compliment Shri Prasada Rau on this monumental work. I am sure the country can expect much more from this scholar-administrator whom I have known for a long time as a conscientious, brilliant and a fearless person.

—P. V. NARASIMHA RAO,

NEW DELHI,
APRIL 14, 1980.

PREFACE

The time has come', the Walrus said,
'To talk of many things:
Of shoes—and ships—and sealing wax—
Of cabbages—and kings—
And why the sea is boiling hot—
And whether pigs have wings'.
—LEWIS CARROLL [1832-1898], in "*Through the Looking Glass and what Alice found there*".

"*Within ten days they who now look*
on thee as a species of wild beast or ape,
will hail thee as a god, if thou
return to thy philosophy and the worship
of reason". (Book IV).
—MARCUS AURELIUS [121-180 A.D.],
Emperor of Rome, from 161 to 180 A.D.,
in *The Thoughts of Marcus Aurelius Antoninus.*

The Andhra Pradesh State Archives which is one of the leading archival and historical research institutions in the world has in its possession, extremely valuable records and archives which date back to the beginning of the 15th century. These records and manuscripts are in Telugu, Kannada, Marathi, Sanskrit, Urdu, Persian and English. The oldest of these documents are those of the Bahmani, Qutb Shahi, Adil Shahi, Vijayanagara and Maratha periods. There are also State documents of the Mughal Empire's Deccan and Central Indian *subahs* from the time of Shah Jahan onwards, besides the archives of the Asaf Jahi period. The origins of the Andhra Pradesh State Archives go back to the year 1894. In that year the documents and records of the *Daftar-i-Diwani,* the *Daftar-i-Mal* and certain other *daftars,* the details of which are given in Chapter IV of this book, were amalgamated and centralized under the auspices of the Nizam's Government into a Central Archival Institution, *viz.,* the Archival Office of the *Daftar-i-Diwani.* These records of the various *daftars* had been in the possession of various families of landlords, *jagirdars* and noblemen. In 1924, the *Dafar-i-Diwani* was constituted into an independent Directorate under the Government of Hyderabad, and later it was redesignated as the Central Record Office in 1950.

Though the *Daftar-i-Diwani* was created in 1894 A.D., the Mughal records which form an important part of the archival holdings of the

Andhra Pradesh State Archives were formerly in the Mughal Central Government's Archives in *Qila-i-Arak* (Aurangabad Fort) in Aurangabad. It must be remembered that the last 30 years of the long reign of Emperor Aurangzeb (1658-1707) were spent in the Deccan when the emperor was grappling with the growing inroads and intrusions of the Marathas, the Portuguese, the English, and various other powers in the South. Aurangzeb was engaged in the conquest of various principalities in the Deccan and the south, including the Qutb Shahi kingdom, in the last three decades of his long and troubled reign, during which period, for all practical purposes, the city of Aurangabad was the seat of the Mughal imperial government and as such the *de facto* capital of Mughal India. A large chunk of the Mughal government's official records and archival holdings which were kept in the Mughal *daftars* in the Deccan's four Mughal *subahs* of Aurangabad, Berar, Bijapur and *Dar-us-Surur* (Burhanpur) have in this way come into the possession of the Andhra Pradesh State Archives.

The Mughal *Daftars* which were established by Aurangzeb in the Aurangabad *subah*—one of which was set up in the *Qila-i-Arak* around 1695 A.D., were the precursors of the *Daftar-i-Diwani* (Mughal Archives wing) and the Hyderabad Central Record Office. It is, therefore, correct to say that the Andhra Pradesh State Archives in Hyderabad (India) today is a successor office of the Mughal Central Government's Archival *Daftars* in Aurangabad, the most important one of which was located in *Qila-i-Arak,* Aurangabad. The Mughal Archival holdings of the Andhra Archives comprise of nearly 200,000 documents of the period from 1630 to 1724 A.D. There are 5,000 Mughal documents pertaining to Shahjahan's period, and about 150,000 Mughal documents of Aurangzeb's reign. There are another 20,000 odd documents of the reigns of Shah Alam Bahadur Shah I (1707-1712), Jahandar Shah (1712-1713), Farrukhsiyar (1713-1719), Muhammad Shah (1719-1748), and other later Mughal emperors of India.

The Mughal imperial documents in the Andhra Pradesh State Archives constitute an extremely valuable archival hoard which is of prime significance in reconstruction of the history of India from 1600 to 1800 A.D. This is by far the richest classified collection of Mughal documents to be found anywhere in India or elsewhere in the world, and is of great historiographical significance and historiological value. This basic fact is worth repeating. The range of subjects dealt within the Mughal records, that is to say, the matters and time-periods,—matters of State and public policy as well as grants to individuals,—and the territorial areas they pertain to, are very wide. The main drawback is that proper reference media and contemporary index lists do not exist for much of these collections of records. This problem, as also that of their archival preservation is now being tackled on the basis of a time-bound programme of action (P.O.A.), *viz.,* the Andhra Pradesh Archives Mughal Records P.O.A. (1978) from September, 1978 onwards.

Many of the Bahmani, Qutb Shahi, Adil Shahi, Mughal, Maratha and Asaf Jahi records and archives which are recorded in Persian in

the *Shikasta* script, are fine specimens of calligraphy in the Perso-Arabic script. The Andhra Archives is having on its regular staff, trained calligraphers who have reached a high standard of proficiency in calligraphy. In fact the archival and calligraphic standards of excellence of the Andhra Pradesh Archives are such that in the 46th session of the Indian Historical Records Commission in Aurangabad, held in January, 1979, I was approached by eminent professors of history and heads of other State Archives in India for facilities to train their calligraphers and archivists in archival languages and scripts besides in archival science in the Andhra Archives. At the same I.H.R.C. 46th session, the erudite historian and Indologist, Prof. A. L. Basham of the Australian National University, Canberra, also made a laudatory reference to the priceless archival holdings of the Andhra Pradesh State Archives and its importance for historians and historiographers working on mediaeval Indian history.

After having already served for nearly two years as the Director of State Archives and Chief Archivist to the Government of Andhra Pradesh,—and I sincerely feel that in my seventeen years of experience in the Indian Administrative Service this is one of the really challenging assignments that I have handled,—I was impressed with the stupendous span, and the wide range of subjects and topics,—almost universal and encyclopaedic in nature,—which our public records in the Andhra Pradesh State Archives, deal with, and the large number of languages and scripts in which the archives are recorded. One recalls the wide range of subjects mentioned by the learned Walrus to the Carpenter in Lewis Carroll's classic, "*Through the Looking Glass*".

As a very young college student in Bombay, when I was only fourteen years of age, I was acquainted with the lay-out and the schematic arrangement of the records of the Bombay State Archives. The first time I ever entered any archives was in June, 1953 when I joined Elphinstone College, Bombay, after I had completed my schooling in St. Edward's Irish Missionary School, Simla. As a boy from an European public school in Simla, I was not much impressed with the congested look of the Elphinstone College building in Fort, Bombay, the entire ground floor of which houses the musty repositories and stack-area of the Bombay Archives. But as a student of Indian history and world history, I was soon delighted at the kind of historical documents and archives which only the Bombay Archives possesses. In those days one of the seniormost government officials that I knew in Bombay was the Director of the Bombay Archives, and it was my ambition as a young college student to become a Director of Archives. That "life ambition" was fulfilled when I became the Director of State Archives of the Andhra Pradesh Government in April, 1978!

In my capacity as the Editor of *Itihas*, the historical and archival research journal of the Andhra Pradesh State Archives,—which has been well established and recognized as a research journal right from its inception in January-June, 1973,—I have been in touch with a number

of scholars, researchers and historians in India and abroad. The other members of the Indian Historical Records Commission (of which I am a Member representing the Government of Andhra Pradesh since April 1978) have also been approaching me for my writing a guide to the Hyderabad, Madras, Andhra and Andhra Pradesh records, or some sort of publication or book giving an introduction to the records. This was the genesis of this book, and, it was thus that this work has been started by me in April-May 1978, when the Director of Archives and other officials of the National Archives of India also said that there was a crying need for a guide to the records of the APSA, which could also trace the history of the Hyderabad State Central Records Office, the Andhra Districts' archives and records (from East India Company times onwards) and the Andhra Pradesh State Archives. I am personally thankful to Dr. Sri Nandan Prasad, Director of Archives, National Archives of India, who is a brilliant historian, author and scholar, for giving me a host of extremely useful ideas on archives management at the State and district levels, and for sparing a lot of time for me throughout my tenure as Director of State Archives of Andhra Pradesh,—and especially for his suggestions to me during the 46th session of the I.H.R.C. in Aurangabad in January 1979.

The views expressed in this volume on various aspects of records management, public policy and archival administration are those of the author, and do not necessarily reflect the views of Government or of the APSA.

—M. V. S. PRASADA RAU.

Hyderabad (Andhra Pradesh),
India, the 22nd August, 1979/
the 31st Sravana, 1901 (Saka).

ARCHIVAL ORGANIZATION AND RECORDS MANAGEMENT IN THE STATE OF ANDHRA PRADESH (INDIA)

(VOLUME I)

INTRODUCTION

—"*Something is rotten in the State of Denmark*".

—WILLIAM SHAKESPEARE (1564-1616).
Hamlet, I, iv, 90.

"*Act not as though the years of thy life
were ten thousand. Destiny hangs over
thy head. While life is thine become
good, ere it be too late.* (*Book IV*, 17.);

"*Thou art as Epictetus said a little soul
burdened with a corpse.* (*Book IV*, 41.);

"*What sheer rottenness is the material
basis of us all,—water, dust, a
few bones and filth*! (*Book IX*, 36.);

"*......Why then strain and struggle?
Why not count it enough to pass the
brief span allotted thee in decency
and quiet?......*"(*Book X*, 31.)

—MARCUS AURELIUS (121-180 A.D.),
Emperor of Rome from 161 to 180 A.D., in *Meditations*
(or *The Thoughts of Marcus Aurelius Antoninus*.)

The Andhra Pradesh State Archives is a repository of the administrative and historical records of the State of Andhra Pradesh and possesses not only the recent administrative records of the State but also the records of the Deccan in Persian, Marathi, Telugu, Kannada, Urdu and English from 1406 A.D., covering the reigns of the ruling dynasties like those of the Bahmani, Qutb Shahi, Adil Shahi and Barid Shahi kingdoms, and also of the Mughals from the regnal period of Emperor Shah Jahan (1627-1658). There are also archives pertaining to the dynasty of the Asaf Jahs (Nizams) of Hyderabad. This is one of the richest repositories of Persian records in the world apart from the Persian records of Iran.

Evolution of State Archives:

The origin of the Andhra Pradesh State Archives goes back to the year 1894 A.D. In that year the entire records of the *Daftar-i-Diwani*, and certain other *daftars* which were under the custody of certain *Jagirdar* families, were taken over by the Nizam's Government and a new archival office called *Daftar-i-Diwani* was created for preserving these records. It was raised to the status of a Directorate in the year 1924 and was redesignated as the Central Record Office in the year 1950 by the then Government of Hyderabad.

After the formation of the Andhra State on the 1st October, 1953, all the records pertaining exclusively to the Telugu-speaking districts of the erstwhile Madras State were separated from the Madras Record Office at Egmore, Madras, and transferred to the newly created Andhra Record Office established at Kurnool, the capital of the Andhra State.

After the formation of the Andhra Pradesh on 1st November, 1956, the Andhra Record Office was continued as a branch of the Central Record Office, Hyderabad, at Kurnool till 31st April, 1957. It was merged with the Central Record Office, Hyderabad, on 1st May, 1957, and the records of the Secretariat departments (G.Os.) of the Andhra area including Board of Revenue records, Survey Records, Proceedings volumes, Gazetted Electoral Rolls, confidential records, *etc*., dating from 1920 onwards up to 1952 were transferred to the Central Record Office at Hyderabad, located at Erram Manzil, Hyderabad. In the year 1962 the Andhra Pradesh State Archives Department was reorganized on the pattern of the National Archives of India and technical posts of Archivists, Assistant Archivists, *etc.*, were sanctioned by the Government Central Record Office and the Department were renamed as the Andhra Pradesh State Archives.

The formation of the Andhra Pradesh State in 1956 paved the way for the speedier growth and the scientific re-orientation of this Department and it has developed gradually from a mere record office into a modern Archives and Research Institution with scientific preservation of archives and records, their documentation, and dissemination of the veritable mine of information available in the records to the researchers in various fields. As such, the fast accumulation of the records from various sources created an acute accommodation problem. The need for a spacious complex of buildings with modern amenities was felt.

Archives New Buildings Complex:

The old building of this office, *viz*., Erram Manzil, Hyderabad, was inadequate to accommodate the incoming records from Madras and Andhra States. During 1961-62, the Government of Andhra Pradesh accepted the proposals for the reorganization of this Office and allocated a sum of Rs. 15 lakhs during the Third Five-Year Plan for the construction of a new complex of buildings suitable for an archival institution. A new building was constructed in the Osmania University

Campus on a 5 acre site (2.02 hectares) leased by the Osmania University. The foundation stone for this buildings complex was laid on 13th September, 1962 by late Prof. Humayun Kabir, the then Union Minister of Education. The new buildings when completed were inaugurated on 6th July, 1965 by late Shri Lal Bahadur Shastri, Prime Minister of India. The new buildings complex which is located on Uppal Road in Tarnaka, an outlying suburb of the twin cities of Hyderabad and Secunderabad and which is now known as *Abhilekha Nilayam*, was occupied in October, 1965.

Abhilekha Nilayam has a Repositories Block comprising of a large stack area in two floors, each measuring 210 feet × 75 feet, or 15,750 square feet (1,417.50 square metres), to house records estimated to occupy a linear space of 76,000 feet (23,164.8 metres). This Repositories Block is isolated from the Administrative Block. The latter consists of spacious halls, Visitors' Rooms, an Archival Museum, Library, Documentation Cell, Information and Research Rooms of the Research and Reference Division, Photo-duplication Units, Research Cells, Publications Division and Proof-reading wing, and rooms for the reception of records, their fumigation and repairs, *etc.* Steel racks and steel almirahs have been installed in the stack area of the Main Repositories for housing records of the aggregate length of approximately 31,000 feet (9,448.8 metres).

Interim Repository at the Andhra Pradesh Secretariat:

An interim repository was established in the year 1964 in the new block (Secretariat Annexe) in the Andhra Pradesh Secretariat, Saifabad, Hyderabad. This block was constructed for the purpose in the premises of the Secretariat to receive and preserve the accumulated series of Secretariat records of Hyderabad and Andhra Pradesh.

The records of the Andhra Pradesh Government of nearly 10 years' series are preserved in this branch and the records of over 10 years of age are transferred to the main office in Tarnaka. The Interim Repository preserves the records covering the period, 1880—1956 and renders archival consultancy and reference services to all the departments of the Secretariat.

Andhra Pradesh Oriental Manuscripts Library and Research Institute (Branch of the Andhra Pradesh State Archives):

An oriental manuscripts library was established in this office in 1967 with a view to salvage various valuable and rare manuscripts in the entire State for preserving them and for making them available to scholars. Later it was shifted to State Central Library Building and declared open as a separate branch of this Department on the 25th July, 1969 by Shri P. V. Narasimha Rao, the then Education Minister of Andhra Pradesh and at present India's External Affairs Minister. In 1971, the Oriental Manuscripts Library was raised to the status of a

Research Institute and a post of Joint Director was sanctioned by Government for its management under the control of this Department. Thousands of rare and valuable paper manuscripts, palm leaf manuscripts and manuscript books in several languages and scripts were purchased and editions of seven publications of manuscripts with critical comments and write-ups were brought out. The A.P.O.M.L. & R.I. was separated from State Archives and made an independent Directorate on the 1st January, 1975. Proposals are pending with the Government of Andhra Pradesh since October 1979 to again merge it with the Andhra Pradesh State Archives Department. It is understood that Government have decided in principle to merge the A. P. O. M. L. & R. I. with A. P. S. A.

Survey and Acquisition of Records:

Under the scheme of centralization of records of Andhra Pradesh this Department has acquired lakhs of records from the Government and private sources and the inflow of records into the Department is a continuous process. As the records are the original sources of information and a national asset, they have to be prevented from destruction and conserved for posterity and made available to researchers.

Regional Historical Records Survey Committee:

After the formation of the State of Andhra Pradesh in 1956, the Regional Historical Records Survey Committee (RHRSC) was reconstituted with the following objectives:—

(1) To undertake a comprehensive survey of records and historical materials in the State of Andhra Pradesh;

(2) To take steps for the acquisition of records and manuscripts in private custody and for preservation, classification and study of important historical documents and bringing them to the notice of scholars; and,

(3) To procure copies of such records and manuscripts as may exist outside the State and having a bearing on the history of the Deccan, Hyderabad, Andhra and Andhra Pradesh.

Action on the resolutions passed by the Regional Historical Records Survey Committee, *viz.*, for the creation of posts of Research Assistants for surveying records, acquisition of copies of manuscripts of the Mackenzie and Brown, and the Elliot and Taylor collections, and of MSS. of the Saraswati Mahal Library, Tanjore; acquisition of original records of Andhra districts from the Tamil Nadu Archives; preparation of Indexes and Guides to District Records; publication of *Jamabandi* Accounts' manuscripts of the Northern Circars; acquisition of records from *Samasthanams, etc.*, has been undertaken.

Records in private custody were surveyed by Research Assistants of this Department and the reports on the material collected by

them have been sent to the National Archives of India for incorporating in the National Register for Private Records.

A preliminary survery of records was undertaken in respect of the following offices of Heads of Departments for collecting data regarding the nature and categories of records, their subject, period and research value, *etc.*:—

1. Commissioner of Labour.
2. Inspector-General of Prisons.
3. Director of Public Instruction.
4. Inspector-General of Registration and Stamps.
5. Jagir Administrator.
6. Director of Industries.
7. Registrar of Co-operative Societies.
8. Controller of Weights and Measures.
9. The Board of Revenue.

A survey of the old records of *Paigahs* and *Subedaris* of the erstwhile Hyderabad State was conducted in the Board of Revenue and action for their transfer is being taken. The records of the Salar Jung Estate, excepting those pertaining to Estate districts, were acquired. It is proposed to acquire records from *Samasthanams*, ex-*zamindars* and princely families.

In the year 1968, the original records of the District Collectorates of the Andhra area and of the Registration Department comprising of 2,167 volumes covering the period up to 1857 were obtained from the Tamil Nadu Archives, Egmore, Madras.

Government approved the proposals to centralize the vernacular records of District Collectorates in the State Archives. The records preserved in 10 District Collectorates were inspected till 1977 by this Department. The present author has personally inspected the records of 11 more districts in 1978 and 1979.

Microfilm copies of all the manuscripts in the Mackenzie and Brown collections and 5 Volumes of the Taylor local tracts and 2 Volumes of Elliot's collection in Telugu were acquired in April, 1968, from Government Oriental Manuscripts Library, Madras. Microfilm copies of the unpublished Telugu manuscripts with indices were obtained from Maharaja Serfoji's Saraswati Mahal Library, Tanjore, Tamil Nadu.

The collection of Sri B. Ramaraya Kavi, the collection of Sri G. V. Subba Rao of Amalapuram, the collection of Sri A. T. Mudaliar of Kanchipuram, note books of *Andhra Kesari* Sri T. Prakasam, and the diaries of Sri Guruzada Appa Rao containing manuscripts, personal papers, memoirs and books are some

of the notable private records collected so far. Nearly a thousand manuscripts, papers and books belonging to the late Shri B. Ramakrishna Rao, the last Chief Minister of Hyderabad State, have been donated to the State Archives in 1979.

Categories of Records:

The following are the main categories of records in the State Archives of Andhra Pradesh, Hyderabad:—

(1) *Farmans* and *Sanads* of the Deccan Sultans:—There are about 100 individual documents (besides about 400 other papers) which do not form part of any series. They are mainly *Farmans, Sanads, Parwanas* and *Yaddashts* issued by the Bahmani, Adil Shahi, Barid Shahi and Qutb Shahi Kings @ and Mughal Emperors. These are original documents granted to the parties. These documents are mainly in Persian written in the *Shikasta* script.

(2) Mughal Documents:—There are nearly 2,00,000 Mughal documents dating from 1630 to 1724 A.D. The documents of the regnal years of Shah Jahan number around 5,000; that of Aurangzeb number $1\frac{1}{2}$ lakhs, the rest being the reigns of the Emperors of the later Mughal Period.

(3) Asafia Records of Old *Daftars,* 1724-1853:—These are the records of Old *Daftars,* which are a product of an age of administration in which offices were hereditary. They have been recorded from the family mansions and palaces of the office holders. They pertain mainly to the period 1724 to 1853 A.D. The records are in Persian language, mostly in the *Shikasta* script. Many are in Urdu and Telugu as well.

(4) Secretariat Records of the erstwhile Hyderabad State (1853-1948 and 1948-1956):—Secretariat records of the erstwhile Hyderabad State which were the outcome of the official activity of the Secretariats set up after the reforms of Prime Minister Salar Jung I after 1853. They cover the period of the Nizam's Government 1853-1948 and the Part "B" State of Hyderabad, 1948-1956; there is some overlapping with the *Daftar* records for the records of the period. 1853-1948.

The official language of Hyderabad State was changed from Persian to Urdu during the last quarter of the 19th Century.* The Secretariat records are mostly in Urdu. The records of the Political Department (which dealt with the Government of India and the British Residency) and records of some other departments (in which I. C. S. officers and other officers from British India were employed) are often in English.

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*In 1885 to be precise.

@There are also some unclassified papers of the Nizam Shahi and Imad Shahi dynasties of Ahmadnagar and Berar respectively. (For the chronological limits of all these 5 dynastics of the Deccan Sultanates *q. v., Chronology*).

(5) Secretariat Records of the Madras Presidency, the Madras Province, and the Madras State (1920-1953):—The Secretariat records of the composite Madras Presidency and the Madras State which relate exclusively to the Andhra districts were separated and transferred to this office. They relate to the period from 1920 to 1953. They are in English.

(6) Secretariat Records of the Andhra State (1953-1956) and Andhra Pradesh (1956-1959):—The Secretariat records of the Andhra State and subsequently of the Government of Andhra Pradesh lie deposited in this office. These records cover the periods 1953-1956 and 1956-1959. These records are in English and Telugu.

(7) Family papers:—Family papers have been acquired by the Andhra Pradesh State Archives from the families which were having custody of these documents. In the case of Salar Jung papers, the papers have been acquired from the Salar Jung Committee. Out of a total of 8 family collections the main collections are: (1) Salar Jung Collection, (2) Panchakki Collection, (3) Rajendra Collection and (4) Khusro Hussaini Collection.

The documents are mainly in Persian, Marathi and Urdu. There are also some in English, Telugu and Hindi. The collections cover the period from the 15th to the mid-twentieth century.

(8) Manuscripts:—There are about 800 manuscripts which are original compositions in Persian, Urdu, Marathi, Sanskrit, Telugu, Kannada, *etc*. They contain historical and literary material.

Indexing of Records and Preparation of Reference Media:

The records received have been arranged in series, subject-wise and department-wise in chronological order in various records sections of the Department. The records are being indexed and finding aids are being prepared for the facility of researchers. Catalogues of documents, guides to District Records and guides to State Archives are some of the finding aids being prepared for publication. Calendars of the family and private collections are also under preparation.

Mughal Catalogues:

In order to cater to the needs of the research scholars a comprehensive scheme for the cataloguing of Mughal documents numbering several lakhs was taken up with the sanction of temporary post of one Research Officer (Mughal Catalogues) in December, 1975 for this purpose. The post is specially meant for the cataloguing of Mughal and Asafia Persian records. Volume One of the catalogues in the series pertaining to the reign of Aurangzeb (1658-1707) containing English summaries of 6,000 Persian documents has been compiled under the general editorship of the present author and is ready for publication.

Weeding of Records:

The records (especially files and documents) are weeded out from the administrative angle and the historical point of view, and only the records useful for posterity are retained and those which are of no value are destroyed. So far, 13,40,227 records were weeded out. The lists of R. Disposals (of 30 years of age) considered by the Collectors of Districts to be fit for destruction are being examined by this Department based on their historical value in accordance with Government's instructions.

Library:

The reference library of State Archives was formed in 1929. The library has a good collection of rare books, biographies and dictionaries with specialisation in political, economic, social and cultural history of India. The collection of the library has increased from 4,680 books in 1956 to 11,210 books (in English, Telugu, Persian, Urdu, Marathi, *etc.*) in 1976, and 25,000 books and MSS. as at present. The library caters to the needs of research scholars in providing rare books, latest printed works and Research. [These are on the History of Deccan and Andhra Pradesh in particular, and Indian History in general.] It also supplements the reference and research activities of the Department. It has about 800 Persian, Arabic and Urdu historical manuscripts.

Documentation Cell:

This cell was organized in 1968 to acquire all kinds of printed material such as official and non-official reports (published and unpublished), seminar proceedings, newspapers, periodicals, *etc.*, of historical importance with a view to help research scholars in collecting material required for their research topics and also to render reference service to departments of Government. In this connection the cell has so far acquired over 30,000 printed reports from various departments and District Collectorates in the State of Andhra Pradesh and the acquisition is in progress. A Remington "Index turntable-80" was purchased for indexing the printed material.

A map unit or cartographic branch has been set up in 1970 to acquire and conserve maps of historical importance for rendering service to Research Scholars and to departments of Government. In this connection the cell has acquired several hundred geographical maps, plans, charts and topographical maps, *etc.*, of the cities and towns in the erstwhile Hyderabad State and the Madras Presidency and the acquisition is in progress. Map stands and racks have been provided for their up-keep and preservation. The preparation of a series of cartographic catalogues has been started by the present author in 1979 and this work is in progress.

Fumigation, Preservation, Mending and Binding:

The records received are at first fumigated in the fumigation chamber and the fragile and brittle records are conserved by laminating them with chiffon or tissue paper. De-pesticization and de-acidification techniques are in vogue.

The State Archives maintains a Archival Repair and Preservation Division, for repair and binding of documents and books and also a section to manufacture archival carton boxes. The work in both the sections is carried out with trained menders with the help of necessary equipment. The *bastas* were replaced by special carton boxes designed to hold the records being manufactured by the Carton Box Unit of this office.

The Mending and Binding Section has staff experienced in repairs of delicate and worn-out documents, manuscripts and printed books. The brittle documents which have broken into pieces are restored by treating them with chiffon or tissue paper.

The worm-eaten-documents are repaired by removing the infested margins and by in-laying them in suitable mounts.

Carton Box Section:

A carton box section manufactures boxes of standard sizes at reasonable rates. These boxes are made of card board covered with rexine and supported by steel corners. The carton box section has been established to make the State Archives self-sufficient and to cater to the official needs of the State Archives. The boxes are utilized for storing archival papers and preserving records on scientific lines.

Reprography Unit:

A Photography Unit was started in the year 1956 with a dupliphot printer and ancillary equipment. It has gradually grown into a full fledged Reprography Unit with an up-to-date Photographic Laboratory with specialized photographic and reprographic equipment.

Every year, raw film and photographic chemicals are purchased from out of the amount provided in the budget under non-plan. Air-conditioning equipment was purchased in 1975 and installed in the Xerox room for the safety of the equipment and the photographic materials. Besides rendering microfilming and Xerox series, the unit preserves microfilm copies of valuable records and books like the famous Mackenzie and Brown Collections and manuscript collections obtained from Maharaja Serfoji's Saraswati Mahal Library, Tanjore.

Research Fellowships Scheme:

The study of political, economic and social history of Andhra Pradesh and the Deccan has been a neglected field, both among historians and among research scholars of allied disciplines such as Economics, Political Science, Sociology and Public Administration. A critical study of the past 300 years of history is an essential pre-requisite for achieving emotional integration and a sound understanding of history.

The Government of Andhra Pradesh, realising the need to promote historical research in the history of Andhra Pradesh and the Deccan

have instituted Research Fellowships in the State Archives from 1966, details of which are given in Chapter XI.

So far 29 full-time and 45 part-time Research Fellows were selected and awarded scholarships. Twenty-seven Research Fellows were awarded Ph.D. degrees by the concerned Universities. Eight Research Fellows have submitted their theses and are awaiting results.

Monographs Series Scheme:

In order to encourage the writing and publishing of research monographs on modern history of Andhra Pradesh and the Deccan (based on original sources) and on the technical aspects of archival science and archives-keeping, Government instituted the monograph series scheme in the year 1966-67. During the last decade 12 monographs were published and one monograph is under revision.

Besides the Research Fellows selected under the Research Fellowships Scheme of this office, *bona fide* research scholars of other institutions are also permitted to consult records preserved in this office.

Lecture Programme:

With a view to benefit the technical staff of this office and the Research Fellows lectures by eminent speakers on subjects relating to Archival Science, History, Scientific Method, Social Sciences, *etc.*, and on topics of research value are being arranged periodically. Details of this highly successful programme of Lecture Series in Archival Science, Historiography, Research Techniques and Methodology, *etc.*, are given in Chapter XI.

Oriental Manuscripts Series:

The following Telugu publications were brought out when the Oriental Manuscripts Library was a branch of this Department.

1. *Seetha Kalyanamu.*
2. *Sringara Padamulu.*
3. *Indumati Parinayamu.*
4. *Sree Geeta Govindam—Geeta Sankaram.*
5. *Radha Vamsidhara Vilasa Natakamu.*
6. *Na Kashiyatra Charitra* (of Yenugula Veeraswamy).
7. *Naradeeya Puranamu.*

With the proposed merger of the APOML & RI with the APSA, which has for long been having a regular Publications Division, there is expectation of a renewed upsurge in publication of books based on our Oriental manuscripts collections.

Some Recent Publications:

On the occasion of Silver Jubilee Celebrations of Indian Independence (1972) the following books were published.

1. *Highlights of the Freedom Movement in Andhra Pradesh.*
2. *Andhralo Swatantra Samaramu* (Telugu).
3. *Desam Pilupu* (Telugu).

The two publications, *viz.*, "Highlights of Freedom Movement in Andhra Pradesh" and "*Andhralo Swatantra Samaramu*" have been included in the B.A. degree syllabus of Sri Venkateswara and Andhra Universities. The inclusion of the publication "*Desam Pilupu*" (Clal of the Nation) in the syllabus for high schools is said to be under active consideration of the Government.

In 1975, a felicitation volume in honour of the renowned historian Prof. Haroon Khan Sherwani was brought out. Eminent historians and scholars from all over the world contributed to this volume whose theme was "*Studies in the Foreign Relations of India* (*from ancient times to* 1947)".

Besides the above publications this department also brought out 4 volumes on "*The History of Freedom Struggle in Hyderabad*" (covering the period from 1800 to 1947) and the "*History of Freedom Struggle in Andhra Pradesh*" (covering the period from 1800 to 1947) under the direction of the State Committee of History of Freedom Struggle in Andhra Pradesh.

The list of books and publications mentioned above is only illustrative and selective, and not exhaustive. The complete list of the publications of the Andhra Pradesh State Archives will be found in Appendix I of this volume (*i.e.*, Volume I).

To mark the occasion of the International Archives Week (Andhra Pradesh celebrations) (14th-21st December, 1979), a pamphlet entitled "*Introduction to the State Archives of Andhra Pradesh, Hyderabad*" written by Shri M. V. S. Prasada Rau, I.A.S., State Editor, District Gazetteers, Government of Andhra Pradesh, was released on the 14th December, 1979 in a glittering official State function to mark the event, which was presided over by His Excellency the Governor of Andhra Pradesh, Shri K. C. Abraham, at the Andhra Pradesh State Archives, *Abhilekha Nilayamu*, Tarnaka, Hyderabad.

"*Itihas Research Journal*:

A half-yearly Research Journal in History, Archives-keeping and Indology entitled '*Itihas*' is being published since 1973 and so far 13 issues covering seven volumes have been brought out. This journal has wide circulation in India and abroad. At present, Shri M. V. S. Prasada Rau is the editor of '*Itihas*' research journal.

As the need for promoting original and systematic research in History is increasingly felt, it is hoped that the '*Itihas*' research journal would not only supplement and enrich the knowledge of history already available, but also serve in interpreting and presenting new trends in historical writing methods, historiography and scientific method. The purpose of the journal is to encourage the scholars to utilize the material in the A.P.S.A.

Research Publications under Progress:

(i) *Descriptive catalogues of the Mughal records*:

In 1968 this office initiated the scheme to publish a catalogue of records numbering 5,000 pertaining to Shah Jahan's reign in seven volumes, out of which one volume has been published in 1977.

The catalogue of thousands of documents of Aurangzeb's reign have been planned in overal 2 volumes. Work on first volume containing 6,000 documents has been completed during the period, 1976-79.

(ii) *Who's Who in freedom struggle in Andhra Pradesh*:

It is proposed to publish the life-sketches of Freedom Fighters of all the districts of the State in three volumes. Out of the three volumes, the first volume has been published and the second volume is in press.

(iii) *Publication of Documents of Aurangzeb's Reign*:

It is proposed to publish 100 documents of Aurangzeb's reign available in this office pertaining to the political and economic history of that period. The Institute of Oriental Studies, Moscow, U.S.S.R., has come forward to take up the publication work at its own cost if a press copy of the said work with English translation is furnished to them. The press copy is ready and is under review by an expert.

(iv) *Publication of Guides to District Records*:

A separate scheme has been taken up by this Department to publish Indices and Guides to the Collectorate records of the ceded districts (brought from Tamil Nadu Archives) covering the period 1836-1857 as these guides will be of immense help to research scholars in collecting information of socio-economic history of Andhra Pradesh. The work is in progress.

(v) *Critical Edition of Drakshararna inscriptions*:

The transcription of the Sanskrit and Telugu inscriptions relating to the Draksharama temple from the Mackenzie and Brown and Elliot and Taylor collections is in progress.

(vi) *Publication of "The original text of Mackenzie and Brown Collections"*:

The transcriptions of the *Kaifiyats* and Inscriptions of Guntur district from the Mackenzie and Brown Collections has been completed.

Besides the above the following research projects are also under progress:

(vii) *Publication of "Glimpses of Social and Economic conditions in Ceded districts as gleaned from Mackenzie Local Tracts" (Pre-Industrial Age)*:

(viii) *Kaifiyats of the Northern Circars.*

(ix) *The diary reports of Mackenzie Clerks.*

(x) *Publication of a series of Jamabandi Accounts' Manuscripts of the Northern Circars.*

(xi) *Compilation of Guides to the records in the State Archives of Andhra Pradesh, and Regional Offices of Archives.*

(xii) *Publication of a book on the archives and records in the Record Rooms of Collectorates in the Telangana area.*

This is being personally attended to by the author.

Regional Offices at Tirupati, Visakhapatnam and other places:

A regional office of the State Archives was established at Tirupathi in December, 1973 in order to centralize the old records of Rayalaseema and Nellore pertaining to the period from 1857 to 1930. The Collectorate records of the Cuddapah and Chittoor districts have been centralized so far. The records from the remaining districts of Nellore, Kurnool and Anantapur are under acquisition. The Regional Office at Visakhapatnam was established in 1977. The Syndicate of the Andhra University, Waltair, approved this office's proposal to establish a Regional Office in the University Campus. The purpose of locating these offices at the University Centres is to collect records from the neighbouring districts and make them available to research scholars working in various topics of the Universities and to foster research on topics of local historical importance. Regional Offices are proposed to be established in Warangal, Anantapur, Nizamabad and Guntur.

Setting up of a Film Archives:

It is proposed to set up a new branch, *viz.*, a Film Archives, to acquire and preserve prints of rare South Indian films, of the 1930's and 1940's which are of great artistic and cultural value. The Director of State Archives has been asked to study the organization and functioning of National Film Archive of India, Poona, and prepare a scheme. Work on drafting a scheme to set up the Film Archives is in progress.

Archival Museums and Archival Exhibitions:

In order to give wider publicity of the activities of the Andhra Pradesh State Archives and the Department, an Archival Museum was organized. Samples of original records and photographs of important and interesting documents reflecting the socio-economic, administrative

and political history of the Deccan with notes introducing the history of the period and other details have been displayed in the show cases.

In addition to the records the Archival Museum also holds a beautiful collection of postal stamps, seals and coins of the former Hyderabad State. These exhibits are a part of the collections of the *Daftar-i-Mawahir.*

Many eminent visitors from India and abroad, and students, have been visiting the Department to see the material available for research purposes as well as the work being done for the reconstruction of history of the Deccan, Hyderabad, Andhra and Andhra Pradesh. The eminent Czechoslovak Indologist, Prof. Miloslav Krasa from Prague, expressed satisfaction with the facilities for research provided to him by the Research and Reference Division of the APSA when he visited India in 1979. Prof. Nurul Hasan, the former Union Education Minister, Bharat Sarkar, is yet another eminent historian who frequently does basic research work in the Research and Reference Division of the APSA.

This Department, has participated in a number of exhibitions organized on various occasions in and out of the State and its officials have also attended the conferences and sessions of the Indian History Congress, Indian Historical Records Commission, Institute of Historical Studies (Calcutta), the Andhra Pradesh History Congress, *etc.*, held on different occasions.

It is proposed to organize archival museums in the regional/branch offices in the State at a later date.

Conclusion:

The archives, books, manuscripts and documents in the possession of the Andhra Pradesh State Archives Department in its head office and Main Repositories in Hyderabad, as well as in its regional/branch offices in the districts, date back to 1400 A.D. and the days of the Deccan Sultanates and the East India Company. The records of the District Collectorates in the Andhra region of the State of Andhra Pradesh all date back to the times of the English East India Company. The Krishna, Masulipatnam and Guntur district papers of John Company's days date back to 1658. Only the post-1920 records which exclusively pertain to the Telugu-speaking districts of the erstwhile Madras State (which were constituted to form the State of Andhra with its capital in Kurnool in 1953) were transferred to the Andhra Pradesh State Archives, Hyderabad, from the Tamil Nadu Archives, Egmore, Madras, in various instalments and segments from 1956 onwards. The State of Andhra Pradesh was formed on the 1st November, 1956. The transfer of a large instalment of files, books and documents in October, 1979 under the personal supervision of the author from Madras to Hyderabad, more or less completes the transfer of records from the Tamil Nadu Archives to the Andhra Pradesh State

Archives. The pre-1920 records of the State Secretariat level, exclusively pertaining to the Andhra area of Andhra Pradesh, and also the pre-1920 records which jointly pertain to the districts of the erstwhile Andhra State and the residuary Madras State are still in the Tamil Nadu Archives. For consulting those records our scholars have to go to Madras. Whenever the Secretariat Departments and Heads of Departments and subordinate offices of the Government of Andhra Pradesh require for legal or other purposes such pre-1920 records which are still in Madras, the Secretary of the concerned Department of the Andhra Pradesh Government indents for the records from the Tamil Nadu Archives. When we have done with the records they are returned to Madras. This system is working smoothly. It is proposed to microfilm the more important of the joint records which are in the Tamil Nadu Archives.

It is the pre-1920 records of *the Secretariat and State levels* which exclusively pertain to the Andhra area, and also the files and papers which jointly pertain to the Andhra area of Andhra Pradesh and Tamil Nadu (both pre-1920 and of the period 1920-1953) which are still in the Tamil Nadu Archives. *The district level* papers of the Andhra area from 1658/1700 A.D. onwards up to 1857 A.D. which date back to the English East India Company's times, are in the record rooms and archival divisions of all the Collectorates in the Andhra region of Andhra Pradesh. It is proposed to make a thorough survey of pre-1857 (pre-Great Indian Mutiny) records of the Andhra area Collectorates in the period 1980-1985.

When the keeper of the records, who is under any dispensation an humble functionary, reads the old archives in his care, he cannot but try to conjure and recapitulate visions of the grandeur of the mighty sovereigns and governments which created these archival holdings. The archivist also comes to know a lot about the foibles and the frailities of human beings and persons who have held positions in governments, and what sustains States, sovereigns and civilizations, and what leads to their downfall. It is in this spirit of introspection that one recalls the wise words of the sagacious but powerful Roman emperor, Marcus Aurelius, a few quotations from whose *Meditations* are given at the head of this Introduction. The conclusion then is inescapable that those who rule the earth to-day must needs think of what posterity will think of them and their actions to-morrow—if not of what their fellow-men think of them to-day.

—M. V. S. P.

PROLOGUE

"What is history but a fable agreed upon?".

—NAPOLEON BONAPARTE (1769-1821) in *Sayings.*

"Oh Ye (veritable) mine of treasure! ever smiling,
possessed of boundless qualities,
proficient in holding the scales even,
uninterrupted fountain of wisdom,
ever abiding in well-controlled minds,
by no means bound to conventions,
with feet glorified by all the Upanishads,
void of risks and eternal, hallow this laudatory
composition of even mine (Thy humble devotee)!".

ADI SANKARA (c. 509 B.C.—c. 477 B.C.)
in *Saundarya Lahari.*

The Andhra Pradesh State Archives of Hyderabad (India) possesses valuable historical archives and documents pertaining to the mediaeval history of India, and has become an important international research centre in Asia and Africa in the field of archivology and applied archival science, documentation science, historical research, and historiography, in recent times. This institution has one of the most impressive edifices among archival buildings complexes in the world and is a place where Indologists, historians, archivists, historiographers and documentationists have been converging all the year round from all the continents of the globe, in the last three decades. The Andhra Archives has been in touch, especially in the 1970's, with archivists, scholars, historians and researchers in the United States of America, the United Kingdom, France, Egypt and other countries of the Islamic world, the U.S.S.R., Portugal, Czechoslovakia, the German Democratic Republic, various countries of Australasia, Latin America, and Western Europe and the Polish People's Republic. A constant interchange of ideas has taken place, and I am aware of at least ten scholars and authors in the United States and Western Europe who have received doctoral degrees and have written well received books based on original research work done by them in the Andhra Pradesh Archives. Several U.S. best sellers in Deccan history and historical biography had their origins in concentrated research work done by the authors on records in the Andhra Archives, which, as is well known, possesses historical documents and archival holdings of even greater historiographical value than the National Archives of India, and is one of the leading archives in Asia today.

The Andhra Pradesh Archives administration has been in touch with several research institutions abroad in the last two decades, and has been having extensive correspondence with the India Office Library and Records, London, the United States National Archives and Records Service (NARS), Washington, the U.S.S.R. National Archival Administration, the Czechoslovak Institut Orientalni, Prague,* the British Museum, London, the Conseil International des Archives, Paris, and the archival services of the United Nations and its specialized agencies, throughout the last two decades. The Andhra Archives is a recognized international research institution where original research having a bearing on the theory and practice of archivology and archival science, historiography, linguistics, numismatics, chronology, epigraphy, archaeology, comparative religion, philosophy, historical biography, gazetteering, records management and documentation science is being carried out on an average by sixty to seventy scholars throughout the year, many of whom are doing research in connection with M.Phil., Ph.D., D.Litt. and D.Sc. research work and dissertations, and post-doctoral work. At least sixty persons within India have received, or will be shortly receiving, doctorates from various universities on the basis of research work done till 1979 in the Andhra Pradesh Archives.

The Director of State Archives of Andhra Pradesh has throughout the last three decades been in the privileged position of being a research director for the massive research being done under the auspices of the Andhra Pradesh State Archives in the central archival establishment in Hyderabad and in the various regional archival centres in Andhra Pradesh State. It is not well known, for instance, that many of the offices of Collectors and District Magistrates in the Andhra, Telangana and Rayalaseema regions of the State of Andhra Pradesh are having in their archives and records divisions, archival holdings which date back to the times of the English, French, Dutch and Danish East India Companies, the Asaf Jahis, the Nawabs of the Carnatic, and the Maratha Confederacy and the Maratha Empire, and research is being carried out by scholars and history students in all these archival centres under the overall supervision of the Director of State Archives of Andhra Pradesh.

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* The *Institut Orientalni* or the oriental Institute of the Czechoslovak Academy of Sciences for the study of the History, Economy, Culture and Society of African, Asian and Latin American Countries, Prague, Czechoslovakia.

CHAPTER I

Evolution of the State Archives of Andhra Pradesh

> "*There is a history in all men's lives,*
> *Figuring the nature of the times deceas'd,*
> *The which observ'd, a man may prophesy,*
> *With a near aim, of the main chance of things*
> *As yet not come to life, which in their seeds*
> *And weak beginnings lie intreasured.*"
>
> —WILLIAM SHAKESPEARE [1564-1616], *King Henry IV*, Part II, III.i.80.

The Origin of the State Archives in Hyderabad:

The Daftar-i-Diwani and its functions

The State Archives owes its origin to the records of several old *daftars* (administrative offices) dating back to the times of Nizam-ul-Mulk, Asaf Jah I (1724-1748) and among these the oldest *daftar* was *Daftar-i-Diwani*. This *daftar* was created about the year 1721 and was held on an hereditary basis in the family of the Rai Rayans.

The founder of Rai Rayan family was one Krishnaji Pant (1611-1688) who had been admitted to the Mughal imperial court in *circa* 1653 during the reign of Emperor Shah Jahan. His two nephews, Muropant (1674-1750) and Naropant (1680-1751), were brought to the Deccan by Nizam-ul-Mulk Asaf Jah I and given positions of trust. Muropant died without an heir but Naropant had a son by name Shankraji Pant (1713-1760). Shankraji Pant served as the *daftardar* of the four *subahs* of the Deccan under Asaf Jah I. His two sons, Dhondaji Pant and Nanaji Pant became the joint *daftardars* on the death of their father. These two brothers distinguished themselves in maintaining peaceful relations between the Nizam, Nawab Nizam Ali Khan and the Marathas. Dhondaji Pant (1728-1783) was given the title of Rai Rayan Bahadur.

Among the Marathi papers of the *Daftar-i-Diwani*, extant in the Andhra Pradesh State Archives, there is a large volume of family correspondence of these two brothers, including several letters in their own hand.

Another member of this family who rose to great prominence was Rai Renukadas, Raja Rai Rayan Diyanatwanth Sham Raj Bahadur (1765-1822) who led the forces of Nizam Ali Khan to the siege of Seringapatam in 1791. The office has a few letters of his period which relate to the progress of the Nizam's forces from Hyderabad on their way to Seringapatam.

To begin with, the functions of the *Daftar-i-Diwani* were wide and covered the entire civil and military administration of the four *subahs*

of the Deccan, *viz.*, Aurangabad, Berar, Bijapur and Burhanpur. Evidently it was an executive office with unlimited powers; and great importance was attached to its holders, who could influence the ruler to conform to their wishes in many matters. The main functions of this office consisted of issuing of *sanads* (administrative orders) testifying to the grant of lands as *jagir, inam* and cash grants and *ahkam* (orders), *etc.* The *daftar* was also charged with the work of renewal of *sanads* and their verification when disputes arose.

A connected *Daftar* known as *Daftar-i-Istifa* was established about the same time. It was also in the custody of a *Jagirdar* family, the last holder being Raja Srinivasa Rao. The function of this *Daftar* was to prepare and preserve duplicate copies of *sanads* and *ahkams* issued by the *Daftar-i-Diwani* and the *Daftar-i-Mal.* The grantees usually paid the stipulated fee for copying a *sanad* and got the copy stamped with the office seal of *Daftar-i-Istifa* and deposited it in this *Daftar* for future reference and record.

In the year 1868, the Prime Minister, Sir Salar Jung I divested the *Daftar-i-Diwani* of all its executive functions and allowed it only to issue, confirm and verify *sanads* relating to the grant of *jagirs* and *inams.* The custody of the *daftar* continued in the hands of the Rai Rayan family, but its status was very much reduced. While formerly it carried on the general administration of the territories which came under the States jurisdiction, now it was confined to the limited function of issuing *sanads* in respect of *jagirs* and *inams.* It maintained its records from year to year and also attended to the verification of *sanads,* which aspect of its work may be looked upon as the function generally coming within the scope of a record office. It was both an executive office and a record office, in a limited sense.

In 1894 the entire records of the *Daftar-i-Diwani* were taken over by the Nizam's Government of Hyderabad and placed under a *Muhtamim* or Superintendent. It was charged with the function of listing, cataloguing and preserving its records and verifying the *sanads* granted. The *Daftar-i-Diwani* was divested of all its executive functions and was converted into a regular record office.

After the establishment of the *Daftar-i-Diwani* as a Government office in 1894, it passed through three stages of development. During the first period, *i.e.,* till about 1945 the *Daftar-i-Diwani* was mainly occupied in accumulating the various series of records as offices became defunct. It is due to the farsightedness of the Nizam's Government that these records were preserved although the offices which gave rise to them were abolished. A large quantity of the Hyderabad State's official Secretariat records also came to the *Daftar-i-Diwani* as they became obsolete.

The second stage from 1945 till about 1960 was characterized by an emphasis on research which brought the records in the office to the

notice of historical research scholars working on mediaeval history, on the history of Mughal Deccan, the early Asaf Jahi period and the Marathas. Efforts were also made to collect records in private hands and some important collections were thus acquired. The emphasis on historiography assumed ascendancy.

Late in 1950 the office was named the Central Record Office of the Hyderabad State. In 1956, after the creation of Andhra Pradesh State, the office became the Central Record Office of Andhra Pradesh.

During the third period starting in 1960 the nomenclature of the Central Record Office was changed to that of the State Archives, and the organization acquired technical staff. In 1965 the State Archives moved from Erram Manzil to the building specially constructed according to the principles of Archival Science, for the purpose of housing the Archives. The process of the basic reorganization of the State Archives in accordance with the axioms and principles of Archival Science is far from complete, though much has been accomplished in this direction.

The Daftar-i-Diwani becomes a Directorate:

The first Superintendent of the *Daftar-i-Diwani* was Shri Maulvi Talib-ul-Haq. He was succeeded by Shri Prabhu Lal in the year 1909. Prabhu Lal, in turn, was succeeded by Shri Syed Khurshid Ali in 1915. It was in the year 1923 that the *Daftar-i-Diwani* was raised to the status of a Directorate. Syed Khurshid Ali was appointed the first Director of the *Daftar-i-Diwani,* and he continued as such till his retirement in 1941.

Shri Syed Khurshid Ali, before his appointment as Superintendent of the *Daftar-i-Diwani,* was Personal Assistant to Mr. Reginald Isidore

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Footnote:—When Syed Khurshid Ali took charge of the *Daftar-i-Diwani* on 22nd November, 1915 as Superintendent, the following meagre staff was attached to the office. The entire staff was non-gazetted with the exception of the Superintendent.

Sarishtadar (Manager)	1
Sighadars (Section heads)	2
Naib Sighadars (Deputy Section heads)	2
Mutasaddis	8
Daftari (Attender)	1

Realizing the inadequacy of the staff, Khurshid Ali proposed to the Government a scheme of reorganization of the staff in 1933. The scheme was accepted by the Government with some modifications and the reorganized set-up was introduced on October 7, 1935 as shown below:—

Gazetted Staff:	
Director	1
Senior Assistant Director	1
Assistant Director	1
Deputy Assistant Directors	4
Non-Gazetted Staff:	
First Grade Clerks	8
Second Grade Clerks	24
Side Grade Clerks	4
Third Grade Clerks	49
Fourth Grade Clerks	15
Daftaris	4

Robert Glancy, I.C.S., who was then the *Moin-ul-Maham* (Departmental Minister) of Finance, Municipality and Public Works Departments. Earlier, he had served on the personal staff of Sir George Casson Walker, I.C.S., who preceded Mr. Glancy in the Finance Department of Hyderabad State. Sir Akbar Hydari became the *Sadr-ul-Maham* (Cabinet Minister) of the Finance Department in 1921. The relations between him and Syed Khurshid Ali were very cordial, which later on helped the latter to secure prompt sanctions in the Finance Department for various schemes which he introduced in the task of the all-round development of the *Daftar-i-Diwani*.

Khurshid Ali appears to have taken great pains to collect the *daftar* records scattered in several private families and to organize them properly in the *Daftar-i-Diwani*. The nucleus of a research section, the present Research and Reference Division, was started in the Record Office during his tenure. This section was known as the *Tarikh Section*. Another section was opened and was called the *Tahzib Section*. It attended to a preliminary classification of the records and their methodical arrangement.

The *Daftar-i-Diwani* during this period was attached to the Finance Department and shared a portion of a Palace of the Nizam of Hyderabad, Nawab Sir Mir Mahboob Ali Khan in the Hyderabad State Secretariat compound in which the State Finance Department was accommodated. This building was convenient in many ways and the *Daftar-i-Diwani* was housed in it from the beginning, *i.e.*, from the year 1894 to 1949.

After the reorganization Syed Khurshid Ali was continued as the Director of the *Daftar-i-Diwani* with a personal pay of Rs. 1,200 per mensem. He reorganized the department and introduced steel racks and large-sized steel almirahs for housing the official records. The records were regularly dusted with vaccum cleaners and cloth-dusters. A repair workshop consisting of some menders and some binders was also set up. Modern repair techniques like tissue repair, full-backing with Whatman's high grade hand-made paper, chiffoning, inlaying, *etc.*, were also introduced. The binding work was of a very high order. Rare manuscripts which had been acquired by the organization were bound with calf leather or Morocco leather with gilded titles.

A photography section was opened shortly thereafter for supplying photo copies of documents to research scholars.

The first publication of the office entitled *Daftar-i-Diwani-wa-Mal-wa-Mulki Sarkar-i-Alyee* containing photographic fascimiles of typical *daftar* documents was published during his tenure of office.

Syed Khurshid Ali took particular steps to ensure the "moral defence of archives" and to prevent tampering with the records. He also persuaded the Government to purchase rare Persian, Arabic and Urdu manuscripts from private sources. He opened a small library

which in later years grew to be a well-sized reference library. Facilities were provided for scholars to consult the records of the *Daftar-i-Diwani*.

Khurshid Ali was nominated by Government to represent Hyderabad State on the Indian Historical Records Commission in the year 1919 and he continued as its member till his retirement in 1941. He maintained active contacts with eminent historians, historiographers and archivists like Sir Jadunath Sarkar, Rao Bahadur G. S. Sardesai, Mahamahopadhyaya D. V. Potdar, and Shri Abdul Ali, Keeper of the Imperial Record Office at Calcutta. Syed Khurshid Ali retired from service on the 28th September, 1941 and he died on 4th April, 1961.

Transfer of the records of the Daftar-i-Istifa:

The records of the *Daftar-i-Istifa,* of which mention has already been made, were added to the *Daftar-i-Diwani* in the year 1905.

Acquisition of the Mughal Records:

Perhaps the most important series from the historical point of view added to the records of the *Daftar-i-Diwani* were the Mughal records. The history of how these documents came into the possession of the *Daftar-i-Diwani* in the year 1916 is interesting.

Maulvi Mahomed Habibuddin, H.C.S., Accountant-General of Hyderabad, in one of his tours of inspection, discovered that a large mass of old documents were dumped in the niches of one of the halls in the *Qila-i-Arak* at Aurangabad (Aurangabad Fort) in which the *Subedari* (Divisional Commissioner's Office) was housed. He reported the find to Syed Khurshid Ali who was then the Superintendent of the *Daftar-i-Diwani.* Immediately steps were taken to transfer these records to the *Daftar-i-Diwani* in Hyderabad. The Mughal series of archives is precious in that it contains valuable documents covering the periods of Shah Jahan, Aurangzeb and the latter Mughal sovereigns.

Transfer of the records of the Daftar-i-Manasib-wa-Khitabat:

The *Daftar-i-Manasib-wa-Khitabat* which maintained records of titles, honours and ranks conferred on distinguished persons in recognition of their services to the Asaf Jahi rulers was held in the family of Raja Shivraj Bahadur. On his death in the year 1925 the records of the *daftar* were transferred to the *Daftar-i-Diwani.*

Transfer of the Daftar-i-Mawahir:

The *Daftar-i-Mawahir* was another old office which preserved seals of the rulers, government officials, title holders, noblemen and *jagirdars.* Two kinds of seals were made, one a larger seal indicating the titles and designation of the office held by the person concerned and another, a smaller one, which contained the name of the person with his titles and which was affixed on ordinary documents in place of the signature of the person concerned. This office was also held in the family of Raja Shivraj Bahadur. On his death all the records

and other appurtenances belonging to this office were transferred to the *Daftar-i-Diwani* in the year 1925. The *Daftar-i-Diwani* continued to exercise its control in respect of certifying the designs of all official seals in the Hyderabad State till the year 1946.

Transfer of the Daftar-i-Mal:

The *Daftar-i-Mal* was created about the same time as the *Daftar-i-Diwani* and was held on a hereditary basis in the family of Raja Sagarmal. Raja Sagarmal was directly connected by blood with Raja Raghunath, who was *Naib Vazir* in Delhi during the period of Emperor Aurangzeb. Raja Sagarmal who was an orphan was brought to the Deccan *Subah* by Nizam-ul-Mulk Asaf Jah I and was cherished with fatherly kindness. The other descendants of Raja Sagarmal, who served the Asaf Jahi dynasty in one capacity or another were Raja Bhawani Das, Raja Durga Das, Raja Khushal Chand, Raja Ujagar Chand, Raja Ram Pershad Lala Bahadur and Raja Inderjit Bahadur.

The *Daftar-i-Mal* was in-charge of the civil and military administration of the *subahs* of Hyderabad and Bidar. The office was shorn of its executive functions about the year 1868. The last holder of this *daftar* was Raja Shivraj Dharmvant Bahadur. On his death in the year 1925, the entire records of this *daftar* were added to the *Daftar-i-Diwani*.

The transfer of Muntakhabs:

A series of documents known as *muntakhabs, i.e.*, certificates of regular holding of grants, were issued by the *Inam* Commission appointed by the Revenue Department in the year 1865. The *muntakhabs*, relating to the four *subahs*, under the purview of the *Daftar-i-Diwani* were transferred to the *Daftar-i-Diwani* in the year 1894. However, the *muntakhabs* relating to the *Daftar-i-Mal* remained with that *daftar* till the year 1925. These were transferred to the *Daftar-i-Diwani* in the year 1925.

Transfer of the Daftar-i-Mulki:

The *Daftar-i-Mulki* was the personal *daftar* of Nawab Siraj-ul-Mulk Bahadur and the Salar Jungs who were the Prime Ministers of the Nizam.

Nawab Siraj-ul-Mulk was the grandson of Nawab Mir Alam who figured prominently in the negotiations with the English at the end of the Third Mysore War (1790-1792). Mir Alam, as the envoy of Nawab Nizam Ali Khan rendered valuable services to the Asaf Jahi dynasty, though for a brief period he was under the shadow of displeasure of the Nizam and was kept a prisoner in the Golconda fort. He later served as *diwan* from 1804 to 1808.

Nawab Siraj-ul-Mulk served as Prime Minister from 1846 to 1848 and again from 1851 to 1853. He was succeeded on his death in 1853

by his nephew Mir Turab Ali Khan later known as Nawab Sir Salar Jung I who served as Prime Minister of Hyderabad State till his death in 1883. Sir Salar Jung I is famous as the maker of modern Hyderabad. Mir Laiq Ali Khan or Salar Jung II, son of Salar Jung I, served as Prime Minister of the Nizam's Dominions from 1884 to 1887. He died in 1889. His son Mir Yusuf Ali Khan as Nawab Salar Jung III served as Prime Minister of Hyderabad from 1912 to 1914. He died without an heir in 1949.

The *Daftar-i-Mulki* dealt with all administrative matters and political relations of the State with the British Residents and Chiefs like the Holkar and the Scindia. It preserved the agreements, treaties and covenants concluded with the British Government and other Government and regimes. In about 1885 during the Prime Ministership of Nawab Sir Mir Laiq Ali Khan, a Political Department was created which took over the functions of the *Daftar-i-Mulki*. The records of this *daftar* became obsolete and were added to the Political Department in 1897. In the year 1929 the records of this *daftar*, excepting those which related strictly to political affairs, were transferred to the *Daftar-i-Diwani*.

Transfer of the Daftar-i-Bakshigiri:

The *Daftar-i-Bakshigiri* was an office connected with military administration. The military administration in the State was conducted by minor offices called *Sarishtas*. These *Sarishtas* were under the charge of Raja Shivraj Bahadur. On his death in 1925 the records of *Daftar-i-Bakshigiri* were transferred to the *Daftar-i-Nazim-i-Jamiat* (Irregular Army Department). Subsequently, in 1938 these records were transferred to the *Daftar-i-Diwani*.

Transfer of the Daftar-i-Dar-ul-Insha:

The *Daftar-i-Dar-ul-Insha* was the personal office of the Nizam, Nawab Mir Nizam Ali Khan and his successors. This *daftar* entered into correspondence with the Mughal Emperors, the Marathas, the British Governors-General and the Governors of the British Presidencies and provinces. It also dealt with matters relating to the issue of *sanads* pertaining to *jagirs, etc*. Fair copies of all the orders issued under the seal of the rulers were granted to the parties by this office. This office was under the charge of an officer called *Mir Munshi*. Part of the records of this *daftar* were transferred to the *Daftar-i-Diwani* in the year 1938 and the remainder in 1949.

Transfer of the Daftar-i-Munshi-Khana:

The office of the *Munshi-Khana* was created during the early years of the Prime Ministership of Sir Salar Jung I. Sir Salar Jung I appointed paid *taluqdars* in charge of the *taluqs* and reorganized the revenue administration in other ways. The correspondence with these *taluqdars* increased and the *Darul-Insha* was unable to bear the strain

of the increased work. The *Munshi-Khana* was, therefore, created to deal with this correspondence and it was attached to the Accountant General's Office. In 1939 the records of this office were transferred to the *Daftar-i-Diwani*.

Transfer of the Daftari-i-Qanungoi-wa-Chak Bandi:

The *Daftar-i-Qanungoi-wa-Chak Bandi* appears to have had its origin during the period of Nizam-ul-Mulk, Mir Qamaruddin Chin Qilich Khan. It dealt with the boundary disputes of villages and agricultural lands. Whenever disputes arose, a clerk of this *daftar* was sent to the spot. He was charged with the responsibility of preparing a *Chak Nama* (note) after making an inspection of the site and indicating in this document the area and boundaries and other particulars relating to the lands in question. On the basis of reports made by him orders were passed to settle the disputes.

It appears from a *sanad* granted to Raja Ujagar Chand, a descendant of Raja Sagarmal, the holder of *Daftar-i-Mal,* that he was appointed as a *Qanungo* in 1807. The office of the *Qanungo* continued to be held in Raja Sagarmal's family till the time of Raja Shivraj Bahadur.

In 1940 the records of the *Daftar-i-Qanungoi* were transferred to the *Daftar-i-Diwani*.

Transfer of the Daftar-i-Peshkari:

The *Daftar-i-Peshkari* was a personal office of Maharaja Chandulal and his descendants.

Maharaja Chandulal was appointed as *Peshkar* in 1806 under Nawab Mir Alam, the Prime Minister. Maharaja Chandulal's influence with the Nizam was so great that he eclipsed the Prime Minister and carried on the administration all by himself. In 1832, Maharaja Chandulal was appointed as the Prime Minister. For nearly thirty years the Maharaja was the principal power in the State. He tried to maintain good relations with the British Government.

The other distinguished members of Chandulal's family were Raja Bala Pershad, Raja Naraînder, and Maharaja Sir Kishen Pershad Bahadur.

The *Daftar-i-Peshkari* was a very important office. It was held in the family of Raja Chandulal till the death of Sir Kishen Pershad Bahadur in 1940. In that year the records of this *daftar* were transferred to the *Daftar-i-Diwani*.

Transfer of the Khazana-i-Amira:

The *Khazana-i-Amira* or the Government Treasury Office was established in the year 1855. The records of this *daftar* consisted of

fiscal papers and ledger books of receipts and disbursements. These were transferred to the *Daftar-i-Diwani* in 1942.

Transfer of the Sadarat-ul-Aliya:

The *Sadarat-ul-Aliya* was a mediaeval office created during the period of the Nizam-ul-Mulk Asaf Jah I. The officer who headed the *Sadarat-ul-Aliya* was known as *Sadr-us-Sudur*. The function of this office was to issue *fatwas, i.e.*, decrees in respect of ecclesiastical matters, to conduct examinations and to issue *sanads* to religious functionaries. An important series of records of the *daftar* are the *Siyahas* or marriage certificates of Muslims. These certificates are often produced before the courts for legal purposes even today. In 1950 the records of the *Sadarat-ul-Aliya* were transferred to the *Daftar-i-Diwani*.

Sri M. Nasiruddin Khan, M.A. (Edinburgh), was appointed as Director of the *Daftar-i-Diwani-wa-Mal* on the 29th September, 1941, after the retirement of Sri Syed Khurshid Ali. He was also nominated by the Government of Hyderabad to be its representative on the Indian Historical Records Commission.

Nawab Ali Yavar Jung, who was then the Secretary of the Constitutional Affairs Secretariat, took a keen interest in stimulating research in the historical records preserved in the *Daftar-i-Diwani-wa-Mal*. A Standing Committee was appointed by the Government on 21st June, 1941 to advise the *Daftar-i-Diwani* in the selection, editing and publication of its Persian and Marathi documents of historical value and to assist in the acquisition of records in public and private custody. The following persons were nominated to the said Committee, *viz.*, Nawab Ali Yavar Jung, Dr. Ghulam Yazdani, Prof. Qadir Hussain Khan, Prof. Haroon Khan Sherwani, Dr. Yusuf Hussain Khan and the then Director of the *Daftar-i-Diwani*.

Two new research sections, *viz.*, the Persian Research Section and the Marathi Research Section, were created in the *Daftar-i-Diwani-wa-Mal* to organise the historical documents and prepare them for publication. In 1945, Rao Bahadur G. S. Sardesai was invited by the Government of Hyderabad to study the Marathi papers in the *Daftar-i-Diwani-wa-Mal* and suggest measures for their editing and publication.

Sir Jadunath Sarkar and Rao Bahadur G. S. Sardesai were again invited in the year 1949 to give further advice to the Nazim of the *Daftar-i-Diwani* in respect of selecting, editing and publishing the historical documents in Persian and Marathi respectively.

Reorganization of Staff

In 1948, after the Police Action, the staff of the *Daftar-i-Diwani* was reorganized as follows:

Gazetted:

Director	1
Senior Assistant Director	1
Deputy Assistant Directors	3

Non-Gazetted:

Office Superintendents	8
Second Grade Clerks	17
Calligraphers	2
Third Grade Clerks	39
Typists	5
Cashier	1
Daftaris	4

DAFTAR-I-DIWANI-WA-MAL BECOMES CENTRAL RECORD OFFICE

Until the year 1950, the *Daftar-i-Diwani* was designated in all official correspondence as *Daftar-i-Diwani-wa-Mal,* but within the office itself it was designated by stringing together like a veritable laurel the names of most of the offices, whose records were in its charge, thus:

"*Daftar-i-Diwani-wa-Mal-wa-Mulki-wa-Istifa-wa-Manasib-wa-Khitabat-wa-Mawahir-wa-Qanungoi Sarkar-i-Alyee*".

On 14th December, 1950, the Government of Hyderabad redesignated this office as the Central Record Office. The Central Record Office made rapid progress in the field of research and publication and the following ten publications were published by it between the short span of nine years (1950 and 1958):

Book	*Published in*
1. Selected Documents of Shah Jahan's reign	1950
2. Selected *Waqai* of the Deccan (1660-1671)	1953
3. The Chronology of Modern Hyderabad (1720-1890)	1954
4. News Letters (Nawab Mir Nizam Ali Khan's reign) (1767-1799)	1955
5. Diplomatic correspondence between Mir Nizam Ali Khan and the East India Company (1780-1798)	1958
6. Selected Documents of Aurangzeb's reign (1659-1706)	1958
7. Sanpuri *Bakhar*	1950
8. Poona *Akhbars,* Vol. I, II & III	1954, 1956

The first six publications noted above were edited by Dr. Yusuf Hussain Khan, Professor of History, Osmania University and the remaining volumes were edited by Sri R. M. Joshi, Assistant Director, Hyderabad Central Records Office (also known as the Central Record Office).

The publications brought the contents of the records in the office to the notice of scholars in mediaeval Indian History and were widely appreciated.

The transfer of modern records to the Central Record Office.

Between the years 1945 and 1957 the non-current records of the Secretariats and certain miscellaneous departments began to flow into the Central Record Office. These records consists of well-made files, fly-leaves (tables of contents) of weeded files, file registers and *farmans* and present a contrast to the records of old *daftars,* which consist of individual documents, statements and lists. The chronological order in which these records were received in this office is indicated below:—

1. The Cabinet Council.	13th October, 1945
2. The Political Secretariat, including the Constitutional Affairs Secretariat.	12th November, 1949
3. The Army Secretariat.	13th August, 1950
4. The Army Headquarters.	23rd January, 1951
5. The Home Secretariat.	14th May, 1951
6. The Commerce and Industries Secretariat.	6th May, 1952
7. The Accountant-General's Office.	10th July, 1953
8. The Revenue Secretariat.	15th July, 1953
9. The Finance Secretariat.	18th November, 1953
10. The Census Department.	8th March, 1954
11. The Education Secretariat.	17th March, 1954
12. The Pension Payment Office.	3rd December, 1954
13. The Local Government Secretariat.	20th October, 1955
14. The Electoral Rolls.	16th January, 1957
15. The Chief Inspectorate of Government Offices.	13th February, 1957
16. The Agriculture Secretariat.	16th May, 1957
17. The Labour Secretariat.	24th June, 1957

The dates given above represent the first date on which the records of a particular department were received. Further records of some of the departments continued to arrive even subsequently. There are

several departments whose further records still await transfer to this office. Detailed particulars in this regard are given elsewhere in this book.

The Hyderabad State consisted of three linguistic regions, *viz.*, Telangana where Telugu is predominantly spoken, Marathwada where Marathi is predominantly spoken, and Hyderabad-Karnataka where Kannada is predominantly spoken. On the formation of Andhra Pradesh State on 1st November, 1956, the Telangana region was added to Andhra area of Madras State to form *Visala Andhra* or the State of Andhra Pradesh. Marathwada and the Hyderabad-Karnataka regions were added to the Bombay State and the Mysore State respectively. The Bombay State was subsequently bifurcated into the unilingual States of Maharashtra and Gujarat.

Nasiruddin Khan retired in 1950. He was succeeded as Director of the Central Record Office in turn by Ghulam Jaffar Husain Khan, Syed Ali, Raja Triambak Raj Bahadur, Mahmood Hasan and R. M. Joshi.

Records of Madras, Andhra and Andhra Pradesh

Until the year 1786 the Government at Madras devoted itself chiefly to its commercial interests. Other business was considered but incidental. But from 1786 onwards there was a shifting of emphasis and the administrative apparatus of the Government at Fort St. George in Channapatnam (Madras) was designed primarily to administer the territories subject to it. The trading element faded out gradually, though traces of it survived till 1835.

The organization of the Secretariat at Madraspattanam started in the year 1772 and by the middle of the 19th century, the work of the Government at Fort St. George was organized into several clear-cut departments. The existing pattern in the Madras State has developed from these beginnings.

The records of the Madras Government were for a time kept in chests in the Council and later on they were shifted to other points of the Fort St. George. In the year 1805 Lord William Bentinck, Governor of Madras (1803-1807), proposed a special establishment to be in charge of the records which were moved to apartments on the north side of the Fort Square. Mutaiah, the *Dubash* or principal interpreter in the Political and Military Departments, was appointed Record Keeper. In subsequent years the records were moved to different portions of the Fort. In 1908 they were moved to the Madras Record Office at Ezhumburu or Egmore in Madras city. This record office now contains all the records of the English East India Company relating to the Madras Presidency since the building of the factory at Fort St. George, and the non-current records of the Madras Government of the modern period commencing with the year 1858, and the English records of the districts up to 1857. It is one of the richest Government repositories in India from the administrative as well as the historical points of view.

— *The transfer of records from the Madras Record Office to the Andhra Record Office, Kurnool.*

A new State was created in the Union of India on 1st October, 1953 called the Andhra State comprising the Telugu-speaking districts of the then Madras State. The capital of the new State was located at Kurnool. Even after the formation of the Andhra State the Madras Record Office continued to function as a common record office for the Madras and Andhra States.

In September 1955, the Andhra State appointed Sri R. Venkateswarlu as Special Officer to set up and organize the Andhra Record Office at Kurnool. He arranged for the separation and transfer of the separated records which had touched the year 1920 in respect of most of the departments. With the completion of the setting up of the Andhra Record Office by March, 1956, the Special Officer was appointed as Curator of the Andhra Records establishment.

The creation of the State of Andhra Pradesh

The State of Andhra Pradesh was created on 1st November, 1956, by adding to the Andhra State the Telugu-speaking districts of the Hyderabad State. On the creation of Andhra Pradesh the capital was shifted from Kurnool to Hyderabad. The Central Record Office at Hyderabad became the record office for the State of Andhra Pradesh in 1956, and thereafter designated as the Central Record Office of Andhra Pradesh. Consequently, the Andhra Record Office at Kurnool was shifted to Hyderabad by merging its records and its staff in the Record Office at Hyderabad. The Curator of the Andhra Record Office was designated as Joint Director of the Central Record Office. The process of the transfer of the Andhra records from Kurnool was begun in November, 1956 and was completed by March, 1957. The details of the series of the records transferred to the Central Record Office from the Andhra Record Office, Kurnool are detailed elsewhere in this volume.

When Andhra Pradesh was formed, the Director of the Central Record Office, Hyderabad, was Sri R. M. Joshi. He was succeeded as Director by Shri V. K. Bawa, I.A.S., in 1958 and by Shri Hadi Bilgrami in 1962. The actual reorganization of the Andhra Pradesh Archives according to principles of Records Management and Archival Science was achieved largely during the basic scientific reorganization launched upon during the tenure of Shri M. V. S. Prasada Rau, I.A.S., as Director of the Andhra Pradesh State Archives from April, 1978 onwards.

Under the Third Five-Year Plan (1961-66) provision was made for the Reorganization of the State Archives and for the construction of a new building. Technical posts of Archivists, Assistant Archivists, *etc.*, were created and appointments made thereto. A plot of 2.02 hectares

of the land was released to the Government of Andhra Pradesh for the construction of the State Archives by the Osmania University. The location of the State Archives of Andhra Pradesh near the University Campus enables research scholars from the University to use records in the State Archives without much difficulty.

The foundation stone of the new building of the Andhra Pradesh Archives in Tarnaka, Hyderabad was laid by Prof. Humayun Kabir, Minister of Education in the Government of India on 13th September, 1962. The building was opened by the late Shri Lal Bahadur Shastri, Prime Minister of India on 6th July, 1965. The Andhra Pradesh State Archives is now functioning in its new premises now known as *Abilekha Nilayamu,* in Tarnaka, on the outskirts of Hyderabad city.

CHAPTER II

DOCUMENTS OF THE DECCAN SULTANATES

(THE BAHMANI, ADIL SHAHI, QUTB SHAHI AND OTHER MEDIAEVAL KINGDOMS)

"Vicissitudes of fortune, which spares neither man nor the proudest of his works, which buries empires and cities in a common grave."

—EDWARD GIBBON [1737-1794],
Decline and Fall of the Roman Empire, ch. 71.

The Andhra Pradesh State Archives possesses a very valuable collection of *farmans, sanads and yaddashts* issued by the Bahmani, Barid Shahi, Adil Shahi and Qutb Shahi kings. These are original documents and royal orders granted to the parties concerned. The office copies have not been found as the records of the Deccan Kingdoms are not available. Most of these documents were transferred along with records of the Revenue Department where they had been deposited by parties in *inam* enquiries. Some of these royal documents were purchased and others obtained as gifts.

The documents of the Deccan Sultans have swelled into an appreciable collection. These documents in the Andhra Pradesh Archives comprise some of the most valuable archival collections in the World from not only the historical and historiographical angle, but also for their calligraphic qualities. A descriptive catalogue (which is not exhaustive) is appended.

A representative collection of the documents* belonging to the Bahmani, Barid Shahi, Qutb Shahi and Adil Shahi periods has been published by the Andhra Pradesh State Archives in 1963 under the general editorship of Dr. Yusuf Husain Khan, previous Director of this office who later became Pro-Vice-Chancellor, Aligarh Muslim University.

**Farmans and Sanads of the Deccan Sultans*, Andhra Pradesh State Archives, 1963.

A SELECTION OF DOCUMENTS OF THE DECCAN SULTANATES IN THE ANDHRA PRADESH STATE ARCHIVES

Sl.No. (1)	King and Reign (2)	Date of document (3)	Nature of documents (4)	Descriptive data (5)
		BAHMANI		
1.	Firoz Shah Bahmani (1397–1422)	25th Zilkada 808 Hijra. (14th May, 1406 A.D.)	Bahmani *farman*	Grant of land as *Inam* to Muhammad Ahmed, Qazi of Kalyani. This *farman* bears the Bahmani royal seal. It is one of the oldest archives in the possession of the Andhra Pradesh Archives and is exhibited in the Archival Museum of the Andhra Pradesh Archives in Hyderabad.
		ADIL SHAHI		
1.	Ibrahim Adil Shah II (1580–1627)	Jamadal-akhir, 994 H.* (April, 1586 A.D.)	Adil Shahi *farman*	Original *Farman*, bearing the Adil Shahi royal seal, granting a land to Timmanna Bhat in Devapur *Pargana*, Bijapur *Subah*.
2.	Ibrahim Adil Shah II (1580–1627)	Rabiul-akhir 999 H. (January, 1591 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal, granting land to Timmanna Bhat in Madnoor and other villages, Bijapur *Subah*.
3.	Ibrahim Adil Shah II (1580–1627)	4th Zilhijja, 999 H. (13th September, 1591 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the Adil Shahi royal seal, granting the Patelgiri of Alkara village to Shaik Ainuddin Junaidi as *Inam*.
4.	Ibrahim Adil Shah II (1580–1627)	1024 H. (1615 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal granting the land to Timmanna Bhatt in Mudgal Taluk.
5.	Ibrahim Adil Shah II (1580–1627)	16th Zilkada, 1027 H. (25th October, 1618 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal, granting the village Paroor, Bijapur *Subah* as *Inam* to Bibi Amatul Islam.
6.	Ibrahim Adil Shah II (1580–1627)	25th Rabi-ul-awwal 1034 H. (26th December, 1624 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the Adil Shahi royal seal, granting land to Timmanna Bhat in Nusratabad, Bijapur *Subah*.

7.	Muhammad Adil Shah (1627–1656)	9th Zilkada, 1051 H. (30th January, 1642 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal, being an appreciation of the services of Shahaji Bhonsle, the father of Emperor Shivaji. This is a very valuable *farman*.
8.	Muhammad Adil Shah (1627–1656)	29th Rabiul-akhir 1052 H. (17th July, 1642 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the Adil Shahi royal seal, granting an *Inam* of land to Qazi Jamaluddin in Zafarabad, Bijapur *Subah*.
9.	Muhammad Adil Shah (1627–1656)	20th Jamadal-akhir 1052 H. (5th September, 1642 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal, granting land to one Shaik Ishaq, Sajjada of the shrines of his ancestors.
10.	Muhammad Adil Shah (1627–1656)	30th Jamadal-awwal 1067 H. (6th March, 1657 A.D.)	Adil Shahi *farman*	Original *farman* bearing the Adil Shahi royal seal, granting half the village of Gogi in Nusratabad, as *inam* to Syed Mustafa for incense and illumination of the shrines of his ancestors.
11.	Ali Adil Shah II (1656–1672)	6th Jamadal-awwal 1068 H. (30th January 1658 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal, granting the *Subah* of the Karnatic to Shahaji Bhonsle. (This is an extremely valuable archival record).
12.	Ali Adil Shah II (1656–1672)	22nd Jamadal-awwal 1071 H. (13th January, 1661 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal of Ali Adil Shah II ordering Choka Lingappa Naik of Madura to pay the *peshkash* to Shahaji Bhonsle and Hasan Amber Khan, the officers of Tanjore.
13.	Ali Adil Shah II (1656–1672)	8th Zilkada, 1071 H. (25th June, 1661 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the Adil Shahi royal seal, granting to Syed Muhammad and certain others, the village of Sadapur, Bijapur *Subah*, as *inam*.

*H. = Hijra era.

Sl.No. (1)	King and Reign (2)	Date of document (3)	Nature of documents (4)	Descriptive data (5)
		ADIL SHAHI—(*Contd.*)		
14.	Ali Adil Shah II (1656–1672)	11th Rajab, 1074 H. (29th January, 1664 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal, offering condolence to Vyankoji Bhonsle, son of Shahaji Bhonsle, on the death of his son.
15.	Ali Adil Shah II (1656–1672)	16th Zilkada, 1074 H. (1st June, 1664 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the Adil Shahi royal seal, granting the Deshmukhi and Deshkulkarnigiri of the Muhammadabad *Pargana* to Vyankoji Bhonsle.
16.	Ali Adil Shah II (1656–1672)	16th Zilkada, 1074 H. (1st June, 1664 A.D.)	Adil Shahi *farman*	Original *farman*, bearing Ali Adil Shah II's royal seal, granting Kobarkab village (Torgal division) to Vyankoji Bhonsle.
17.	Ali Adil Shah II (1656–1672)	16th Zilkada, 1074 H. (1st June, 1664 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal, granting the hereditary posts of Deshmukhi and Deshkulkarnigiri of the Qadirabad and Balvansoor *Parganas*, together with the villages of Kudnoor, as *inam* to Vyankoji Bhonsle.
18.	Ali Adil Shah II (1656–1672)	1st Muharram, 1076 H. (4th July, 1665 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the Adil Shahi royal seal, granting *inam* to Shaik Ishaq in Anab, Bijapur *Subah*.
19.	Ali Adil Shah II (1656–1672)	16th Jamadal-akhir 1082 H. (10th October, 1671 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal, addressed to Vyankoji Bhonsle, appointing him *Subahdar* of Jagder's country Kaveripatnam, Pentur, Vaniyambadi *etc.*
20.	Ali Adil Shah II (1656–1672)	16th Zilkada, 1084 H. (12th February, 1674 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal, of Ali Adil Shah II granting Pentur and other villages in the Bangalore district to Vyankoji Bhonsle.

21.	Sikander Adil Shah (1672–1686)	19th Ramazan, 1086 H. (27th November, 1675 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal of Sikander Adil Shah.
22.	Sikander Adil Shah (1672–1686)	23rd Rajab, 1089 H. (31st August, 1678 A.D.)	Adil Shahi *farman*	Original *farman*, bearing the royal seal of Sikander Adil Shah granting *inam* to Bityaji Lakshmarao in the village of Korla Burg and other villages.
23.	Sikander Adil Shah (1672–1686)	Undated	An Adil Shahi official letter of State (a Diplomatic document)	Original letter addressed to the Qutb Shahi King, Abul Hasan (Tana Shah), by Sikander Adil Shah.
		QUTB SHAHI		
1.	Muhammad Quli Qutb Shah (1580–1611)	2nd Rabiul-akhir 1003 H. (15th December, 1594 A.D.)	Qutb Shahi *farman*	Original *farman*, bearing the Qutb Shahi royal seal addressed to the village officers of the *Pargana-e-Petalchore* ordering them not to encroach on the *inam* lands and the purchased lands belonging to late Abdul Kareem.
2.	Muhammad Qutb Shah (1611–1626)	5th Jamadal-akhir 1031 H. (7th April, 1622 A.D.)	Qutb Shahi *farman*	Original *farman* bearing the royal seal, issuing strict orders to the villagers of Ainapur not to interfere with the reservoir, the garden and mango topes, being the hereditary property of Shah Muhammad Ali in the said village.
3.	Muhammad Qutb Shah (1611–1626)	9th Shawwal, 1036 H. (13th June, 1627 A.D.)	Qutb Shahi *farman*	Original *farman*, bearing the Qutb Shahi royal seal, regarding the grant of Deshpandegiri together with grant of land, *Inam*, *etc.*, to Appakondu, son of Timmanna.

Sl.No. (1)	*King and Reign* (2)	*Date of document* (3)	*Nature of documents* (4)	*Descriptive data* (5)
		QUTB SHAHI—(*Contd.*)		
4.	Abdullah Qutb Shah (1626–1672)	29th Jamadal-akhir, 1038 H. (13th February, 1629 A.D.)	Qutb Shahi *farman*	Original *farman*, bearing the Qutb Shahi royal seal of Muhammad Abdullah Qutb Shah prohibiting encroachment on the *inam* land belonging to the sons of Abdul Kareem Amin Khan.
5.	Abdullah Qutb Shah (1626–1672)	15th Muharram, 1054 H. (14th March, 1644 A.D.)	*Ahkam*	Original Orders granting *inam* to Chandu Chakras in Kur Kelapur, Devarkonda *Sarkar* of the Hyderabad *Subah*.
6.	Abul Hasan Qutb Shah* (1672–1687)	17th Jamadal-awwal 1097 H. (1st April, 1686 A.D.)	Qutb Shahi *farman*	Original *farman*, bearing the Qutb Shahi royal seal renewing and confirming the grant of *Watan Deshmukhi, etc.*, in *Pargana* Jarikonda, conferred on the sons of Yenkenna Ramachander Rao and certain others.
7.	Abul Hasan Qutb Shah* (1672–1687)	25th Zilhijja, 1097 H. (2nd November, 1686 A.D.)	Qutb Shahi *farman*	Original *farman*, bearing the royal seal of Abul Hasan Qutb Shah granting *Sardeshmukhi* to Venkatpati Chakras of Devarkonda and certain other *Parganas* of the Hyderabad *Subah*.

*Popularly known as *Tana Shah*

CHAPTER III

Mughal Archives and Documents

"As the generation of leaves, so is that of men."

—*HOMER* [*c.* 900 *B.C.*], *Iliad, vi,* 146 (*Trans. by Pope*).

"So perish all who do the like again".

—HOMER, *Odyssey*, i.3.

Origin and History

The Mughal papers are the official records of the regional headquarters of the Mughal empire as well as of the Mughal Central Government at Aurangabad. Aurangabad was practically the capital of the Mughal Central Government during the last thirty years of the long and troubled reign of Emperor Aurangzeb. During this period, Aurangzeb had taken up continuous residence in the south so as to be in the Deccan to effectively campaign against Shivaji and the growing Maratha power, who had become a menace to the Mughal empire. A number of Mughal Central Government records are, therefore, extant in the Aurangabad region. This factor is of very great interest to the archivist and the historiographer alike.

In 1916 several Mughal records were discovered lying uncared for in the Arak Fort (*Qila-i-Arak*) at Aurangabad. They were shifted to *Daftar-i-Diwani-wa-Mal-wa-Mulki,* which is now designated as the Andhra Pradesh State Archives.

When the papers were sorted and classified, it was found that the earliest Mughal archival paper belongs to 1634. The majority of these papers relate to the reigns of Shah Jahan (1627-1658) and Aurangzeb (1658-1707), and a few to latter Mughal sovereigns.

The Nizam Shahi kingdom under Hussain Nizam Shah, with its capital at Ahmednagar, was overthrown by the Mughals in 1632. After the complete subjugation of the Nizam Shahi kingdom, Kirki (newly named Aurangabad) was made the capital of the Mughal Deccan in 1633.

Khandesh was formerly under the rule of the Faruqi kings (1370-1600). The Mughal Emperor Akbar conquered Khandesh in person in 1599 (1008 A.H.) and Khandesh became part of the Delhi empire. After the name of Prince Danyal who was chosen as Governor, the name of the province was changed to Dandesh. In ancient times this area was known as Seunadesa.

At the beginning of Shah Jahan's reign (in 1629-30), Khan Jahan Lodhi rebelled and made his way to the Deccan. So serious was the revolt that Shah Jahan took to the field in person and Khandesh became again in 1634 a Mughal *subah* (province) of the Deccan. It included a part of Berar and the present district of Khandesh as far south as Jalna. The districts of Sultanpur and Nandurbar had formerly been included in Malwa. The country south of Khandesh, as far as the river Bhima, was made into a separate *subah* in 1634 with Daulatabad as its capital.

The following were the four *subahs* of the Mughal empire in the Deccan:—

(*i*) Khandesh or Tapti Valley—capital: Burhanpur.

(*ii*) Berar—capital: Elichpur.

(*iii*) Telangana*—capital: Nanded.

(*iv*) Daulatabad with Ahmednagar and certain other dependencies —capital: Kirki, which was afterwards named Aurangabad after Aurangzeb.

During the reign of his father, Shah Jahan, Prince Aurangzeb was appointed *Subahdar* (Governor) of the Deccan *subahs* with capital at Aurangabad, and held the post from 1636 to 1644.†

After the termination of Aurangzeb's governorship, the following were the *Subahdars* (Governors) of the Deccan up to 1721 according to the Gazetteer of Aurangabad published in 1884.

	Name of the Subahdar	*From*	*To*
1.	Nusrat Jung	1644	1645
2.	Mirza Raja Jai Singh	1645	......
3.	Islam Khan	1645	1647
4.	Shah Nawaz Khan	1647	1648
5.	Prince Murad Baksh	1648	......
6.	Shayista Khan	1648	1652
7.	Prince Aurangzeb	1653	1658
8.	Prince Muazzam	1658	......
9.	Shayista Khan	1658	1663
10.	Prince Muazzam	1663	1665
11.	Mirza Raja Jai Singh	1665	1667
12.	Prince Muazzam	1667	1672
13.	Khan Jahan Bahadur	1672	1677
14.	Prince Muazzam	1677	1679
15.	Khan Jahan Bahadur	1679	1682
16.	Prince Muazzam	1682	1684
17.	Khan Jahan Bahadur	1684	1705
18.	Prince Bedar Bakht	1705	1707
19.	Dawud Khan Panni	1707	1713
20.	Nizam-ul-Mulk Bahadur Fath Jung	1713	1714
21.	Husain Ali Khan	1714	1719
22.	Alam Ali Khan	1719	1720
23.	Nizam-ul-Mulk Bahadur Fath Jung	1720	.....

* The nomenclature "Telangana" at that time used to connote a vast and undefined territory stretching south and east of Berar from Chanda and the Wainganga river to the northern and north eastern frontiers of Golconda. The whole of it was upland (Jadunath Sarkar, *'History of Aurangzeb'* Vol. I, p. 36). The capital was located in Nanded, now in Maharashtra. For some time, Masulipatam (Machilipatnam) was made a province (*subah*) distinct from Telangana / Haiderabad.

† The designations, titles and even jurisdictions of these Mughal *Subahdars* of the Deccan varied. Some governors who were Mughal Princes of the royal Timurid Dynasty had the status of vicercyalty which ordinary governors did not. Some *Subahdars* had Khandesh and Malwa in addition to the usual *Subahs* of Berar, Telangana and Machilipatnam. Others did not have these two Central India *Subahs*.

Bijapur and Golconda became *subahs* of the Mughal Deccan in 1686 and 1687 respectively. Thus the Mughal Deccan consisted of six *subahs*.

Even after the transfer of the seat of Government to Hyderabad these papers were not transferred from the former provincial seat, Aurangabad, and were left behind in the Fort of Arak (*Qila-i-Arak*) near Aurangabad. Very valuable records were seized by adventurers and free wheeler-dealers. Many papers were destroyed by termites and due to the ravages of time.

Types of papers

The Mughal archives and records are of a varied nature and throw incisive light on the administrative, political, economic, diplomatic and social affairs of the Mughal Deccan. They contain documents, archives, and papers of the regnal periods of Shah Jahan, Aurangzeb, Jahandar Shah, Farrukhsiyar and the later Mughals, arranged in series and each belonging to an individual grantee, and includes details marking the different stages through which an application for grant passed, *e.g.*, 'An Application for Mansab':—

Issue of a *Farman* or *Sanad*, granting it, ear-marking the provision to meet the expenditure, the applicant's posting to his descriptive roll, pay-bills, and other relevant papers.

The "*Waqai*" another class, are Military and Civil intelligence reports which came from every part of the *Subah* and these documents gave information of all the activities of the people, the gentry, the generals, and civil officials of the State.

Persian was the official language of the Mughal empire and all the papers in the Archives of Andhra Pradesh pertaining to the Mughal period are in Persian, mainly in the *Shikasta* script.

There are many classes among the records and they have sub-headings. From the records so far examined, the following main heads have been obtained which are detailed in Persian with English equivalents:—

1. *Akhbar* (News-letter).
2. *Ism-navasi* (Office-statement).
3. *Iqrarnama* (Bond).
4. *Iltimas* (Petition).
5. *Awarja* (Ledger).
6. *Parwangi* (Order).
7. *Parwanah* (Order).
8. *Tashiha* (Verification certificate).
9. *Tasdiq-i-Haziri* (Attested sheet of attendance).
10. *Haqiqat* (Office-statement).
11. *Khat* (Letter by any authority).

12. *Daghnama* (Branding certificate).
13. *Dastak* (Permit, order).
14. *Dastur-ul-Amal* (Office Manual).
15. *Rasid* (Receipt).
16. *Saqtinama* (A death report of horses and other animals).
17. *Siyaha* (Daily report).
18. *Tumar* (A roll, an order).
19. *Arzdasht* (Petition).
20. *Arz-wa-Chehra* (Descriptive roll).
21. *Arzi* (Petition).
22. *Farman* (Royal Mandate).
23. *Fautinama* (Obituary).
24. *Fehrist* (List).
25. *Qahzul wasul* (Pay bill-*cum*-acquittance roll).
26. *Qubuliyat* (A deed of acknowledgement).
27. *Mahzar* (Joint statement).
28. *Muchalka* (Security bond).
29. *Nirkhname* (Market rates).
30. *Nishan* (Letter written by a prince).
31. *Wajibul-arz* (Petition by any authority).
32. *Waqai* (Daily report).
33. *Yaddasht* (Memorandum).
34. *Inayatnama* (A document granting a favour).

The approximate quantity of Mughal archives and papers is estimated at 3,00,000. Papers relating to Shah Jahan's reign numbering 5,000 documents have been catalogued and registered. Papers relating to Aurangzeb's reign, numbering 1,25,000 are in the process of being catalogued.

The chronological limits of records discovered up to this date, are given below:—

(*i*) Papers pertaining to the reign of Shah Jahan:—

1043 to 1117 H.

1634 to 1706 A.D.

(*ii*) Papers pertaining to Aurangzeb's reign:—

1069 to 1117 H.

1659 to 1706 A.D.

Sampling of some classes of papers is given below:—

(*i*) *Akham**—orders confirming the grant of 200 *Bighas* in the villages of Kanchanpalli, *etc.*, as *Inam* to Bhim Bapu, bearing the seal of Baquer (1687).

(*ii*) *Arz-wa-chehra*—descriptive roll of the horses belonging to Mir Faziullah, son of Mir Sayyid Khizer, bearing the seals of Muhammad Murad and Muhammad Hussain, the officials concerned (1681).

(*iii*) *Dastak*—order addressed to *Naib Thanadar* at Bayana (an officer-in-charge of military post or police station) instructing him to co-operate with the *Mutasaddis* (civil officers of the Government) sent for the arrest of Shivaji and his son who had escaped from internment at Agra (1666).

(*iv*) *Iltimas*—petition submitted by one Abdullah to Nawab Bai, who was the second consort of Aurangzeb and the mother of Bahadur Shah I (1669).

(*v*) *Inayatnama*—letter bearing the seal of Khan-i-Jahan Kokaltash, confirming the grant of *Rusum* and *Inam* to Hari, etc., *Deshpandiyas* of Ramgir Sarkar (1677).

(*vi*) *Sanad*—grant of Deshmukhi in Narsi *Pargana,* to Narbar, bearing the seal of Mukramat Khan (1671).

(*vii*) *Siyaha-Huzur* (day to day happenings at the court)—It contains an entry of a *Dastak* (permit) issued in the usual course of the day.

The *Dastak* referred to contains an imperial order addressed to Raja Jaswant Singh and others for the administering of an admonition to Man Singh and destruction of his fortress. The *Dastak* also gives the details of the army which would take part in the operations under the command of the Bakshi (1683).

(*viii*) *Tasdiq* (attested sheet)—ordering an increase of salary in regard to Sayyid Kamal and others, recommended by Jafar Khan and Mirza Raja Jai Singh.

Jafar Khan was the *Diwan* (Prime Minister) of Aurangzeb from 1073 to 1082 H. (1662-1665).

Mirza Raja Jai Singh was the Governor of the conquered provinces of the Deccan from 1665 to 1667.

(*ix*) *Yaddasht*—Memorandum regarding the presentation of Rs. 500 to the Mughal Emperor by Partab Rao, the Commander of the army of Sambhaji, son of Raja Shivaji (1668).

There are no contemporary reference media for these records and archives.

**Ahkam* is the plural of *Hukum*.

DESCRIPTION OF SOME MUGHAL DOCUMENTS

Sl.No. (1)	*Emperor and Reign* (2)	*Date of document* (3)	*Nature of document* (4)	*Descriptive data* (5)
		MUGHAL		
1.	Jahangir (1605–1627)	29th Ramazan, 1027 Hijra (9th September, 1618 A.D.)	*Mughal farman*	Original *farman*, bearing the royal seal granting *Inam* land to Desai, in Pathri *Pargana*, Berar *Subah*.
2.	Shah Jahan (1627–1658)†	8th Ramazan, 1049 H.* (23rd December, 1639 A.D.)	*Sanad*	Original *sanad*, bearing the seal of Aurangzeb, granting Deshmukhi in the name of Kahuji, *Pargana* Pathri, Berar *Subah*.
3.	Shah Jahan (1627–1658)	14th Jamadal-akhir, 1051 H. (10th September, 1641 A.D.)	*Mughal farman*	Original *farman*, granting land as *Madad Mash* to Shaik Ibrahim in Deosa village, *Pargana* Berar, Aurangabad *Subah*.
4.	Shah Jahan (1627–1658)	15th Ramazan, 1058 H. (83rd September, 1648 A.D.)	*Sanad*	Original *sanad*, bearing the seal of Murad and Akbar Shah, sons of Shah Jahan, granting *Moqaddami* to Tiamli Deshmukh, *Pargana* Pathri, Berar *Subah*.
5.	Aurangzeb (1658–1707)	10th Ramazan, 1073 H. (8th April, 1663 A.D.)	*Sanad*	Original *sanad*, bearing the imperial seal, granting Deshmukhi to Tukoji and others in *Pargana* Pathri, Aurangabad *Subah*.
6.	Aurangzeb (1658–1707)	1st Safar, 1077 H. (24th July, 1666 A.D.)	*Sanad*	Original *sanad*, granting land to Shaik Muhammad in *Pargana* Nanded, Nandgaon, Bidar *Subah*.
7.	Aurangzeb (1658–1707)	9th Zilhijja, 1097 H. (17th October, 1686 A.D.)	*Sanad*	Original *sanad*, bearing the Mughal imperial seal, granting Deshmukhi to Abdullah in *Pargana* Ansi, Sarkar Basam, Berar *Subah*.

8.	Aurangzeb (1658–1707)	21st Jamadal-awwal, 1107 H. (18th December, 1695 A.D.)	*Sanad*	Original *sanad*, bearing the seal of Abdul Rahim Bokhari, granting one *chawar* land to Shaik Md. Raza in the village Tankli, *Pargana* Molivar, Bijapur *Subah*.
9.	Aurangzeb (1658–1707)	5th Rabiul-akhir, 1100 H. (17th January, 1689 A.D.)	*Sanad*	Original *sanad*, bearing the Mughal official seal and that of Wasil Khan, granting Deshpandegiri of *Pargana* Boath, *Sarkar* Nanded, Bidar *Sabah* to Bapuji.
10.	Aurangzeb (1658–1707)	27th Jamadal-awwal, 1103 H. (5th February, 1692 A.D.)	*Mughal farman*	Original *farman*, bearing the Mughal royal seal, granting Deshpandegiri of *Pargana* Udgir, Bidar *Subah* to Ekoji.
11.	Aurangzeb (1658–1707)	9th Rabiul-akhir, 1110 H. (5th October, 1698 A.D.)	*Mughal farman*	Original *farman*, bearing the official royal seal, granting Deshmukhi to Tukoji, son of Esaji.
12.	Aurangzeb (1658–1707)	16th Rabiul-awwal, 1118 H. (17th June, 1706 A.D.)	*Sanad*	Original *sanad*, bearing the seal of Chin Qilich Khan, granting thirty *bighas* of land to Syed Miran in the *Pargana* Feroznagar, Bijapur *Subah*.
13.	Aurangzeb (1658–1707)	7th Muharram, 1073 H. (12th August, 1662 A.D.)	*Maktub*	Original letter from Mahabat Khan, *Subahdar* of Gujarat, addressed to Shah Ji, Maratha feudatory, who was then *Subahdar* of the Mughal Carnatic.
14.	Aurangzeb (1658–1707)	29th Zilkada, 1104 H. (22nd July, 1693 A.D.)	*Parwana*	Copy of *parwana*, granting three *chawar* land to Wali Bibi, village Khadijapur, Bijapur *Subah*.
15.	Aurangzeb (1658–1707)	25th Ramazan, 1095 H. (26th August, 1684 A.D.)	*Mughal farman*	Copy of *farman*, granting land to Raj Muhammad in the village of Dahera and other villages.

* H—Hijra era.

†Shah Jahan was deposed by Aurangzeb in 1658 and died in 1666. Aurangzeb became *dejure* emperor only in 1666-67.

Sl.No. (1)	Emperor and Reign (2)	Date of document (3)	Nature of document (4)	Descriptive data (5)
			MUGHAL—(*Contd.*)	
16.	Aurangzeb (1658–1707)	8th Ramazan, 1117 H. (13th December, 1705 A.D.)	*Yaddasht*	Copy of *yaddasht* bearing the seal of Qazi Syed Muhammad Baquer, granting land as *Madad Mash* to Hafiza Jamal, *Pargana* Oakli, Bijapur *Subah*.
17.	Aurangzeb (1658–1707)	8th Ramazan, 1117 H. (13th December, 1705 A.D.)	*Yaddasht*	Copy of *yaddasht*, granting land as *Madad Mash* to Hafiza Jamal, *Pargana* Oakli, *Subah* Bijapur.
18.	Aurangzeb (1658–1707)	8th Ramazan, 1117 H. (13th December, 1705 A.D.)	*Yaddasht*	Copy of *yaddasht* granting land to Sahiba Sultana, *Pargana* Oakli, Bijapur *Subah*.
19.	Aurangzeb (1658–1707)	8th Ramazan, 1117 H. (13th December, 1705 A.D.)	*Yaddasht*	Copy of *yaddasht*, bearing the seal of Qazi Muhammad Haidar, granting land to Sahiba Sultana, *Pargana* Oakli, Bijapur *Subah*.
20.	Aurangzeb (1658–1707)	24th Ramazan, 1118 H. (19th December, 1706 A.D.)	*Parwana*	Copy of *parwana*, bearing the seal of Qazi Muhammad Haidar, granting land to Sahiba Sultana, *Pargana* Oakli, Bijapur *Subah*.
21.	Aurangzeb (1658–1707)	24th Ramazan 1118 H. (19th December, 1706 A.D.)	*Parwana*	Copy of *parwana*, bearing the seal of Qazi Muhammad Haidar, granting land to Hafiza Jamal, *Pargana* Oakli, Bijapur *Subah*.
22.	Aurangzeb (1658–1707)	7th Zilkada, 1118 H. (30th January, 1707 A.D.)	*Parwana*	Copy of *parwana*, bearing the official seal of Qazi Muhammad Baquer, granting land to Sahiba Sultana, *Pargana* Oakli, Bijapur *Subah*.

23.	Aurangzeb (1658–1707)	17th Zilkada, 1118 H. (9th February, 1707 A.D.)	*Parwana*	-do-
24.	Aurangzeb (1658-1707)	17th Zilkada, 1118 H. (9th February, 1707 A.D.)	*Parwana*	Copy of *parwana*, bearing the seal of Qazi Muhammad Baquer, granting land to Hafiza Jamal in *Pargana* Oakli, Bijapur *Subah*.
25.	Aurangzeb (1658–1707)	5th Zilhijja, 1118 H. (27th February, 1707 A.D.)	*Parwana*	-do-
26.	Farrukhsiyar (1713–1719)	25th Jamadal-akhir, 1129 H. (26th May, 1717 A.D.)	*Sanad*	Original *sanad* bearing the seal of Mohd. Mubariz Khan, prohibiting interference in the land at Kachreddipally, *Pargana-e-*Petalchorue, belonging to Amin Bibi.
27.	Alamgir II (1754–1759)	7th Muharram, 1173 H. (31st August, 1759 A.D.)	*Mughal farman*	Original *sanad*, bearing the imperial seal, granting the *Faujdari* of Surat Port to Balaji Baji Rao *Peshwa*.
28.	Alamgir II (1754–1759)	5th Jamadal-akhir, 1172 H. (3rd February, 1759 A.D.)	*Mughal farman*	Original *farman*, bearing the imperial seal, granting Dandarajpuri to Balaji Baji Rao *Peshwa*.
29.	Shah Alam II (1759–1806)	19th Jamadal-akhir, 1176 H. (5th January, 1763 A.D.)	*Parwana*	Copy of *parwana*, bearing the seal of Md. Ghous Mufti, granting land as *Madad Mash* to Khadija Bibi, *Pargana* Oakli, *Subah* Bijapur.
30.	Shah Alam II (1759–1806)	3rd Shawwal, 1187 H. (18th December, 1773 A.D.)	*Mughal farman*	Original *farman*, bearing the imperial seal and *Tughra*, granting duty exemption for bath in Prayag for the pilgrims.

Sl.No.	*Emperor and Reign*	*Date of document*	*Nature of document*	*Descriptive data*
(1)	(2)	(3)	(4)	(5)
		MUGHAL—(*Contd.*)		
31.	Shah Alam II (1759–1806)	21st Shawwal, 1167 H. (5th January, 1774 A.D.)	*Mughal farman*	Original *farman*, bearing the royal seal and *Tughra*, granting Chandi *Pargana* in suburbs of Shahjahanabad, as *Inam-al-tamgha*, to *Pandit Pradhan* Sri Mahaul Maharaja Narayan Rao.
32.	Shah Alam II (1759–1806)	17th Rajab, 1205 H. (22nd March, 1791 A.D.)	*Sanad*	Original *sanad*, bearing the seal of Md. Shariff Khan Basalat Jang, granting *Inam-al-tamgha* of *Pargana* Bhoom to Rao Rambha Nimbalkar.

CHAPTER IV

THE ARCHIVES OF THE OLD DAFTARS OF THE ASAF JAHI DYNASTY AND MARATHI-MODI DOCUMENTS OF THE ASAF JAHI AND MARATHA PERIODS

"Chewing the food of sweet and bitter fancy."
—WILLIAM SHAKESPEARE [1564-1616],
As You Like It, IV, iii. 103.

1. DAFTAR-I-DIWANI

Origin

The collection of papers known as the *Daftar-i-Diwani* is as old as the rule of Mir Qamaruddin Chin Qilich Khan, Nizam-ul-Mulk, Asaf Jah I. The papers in this collection are mostly single documents and series and they cover the years 1721-1894 during which time they were in the hands of the Rai Rayan family. Their transfer to the newly created Government office in 1894 marks the foundation of the archives of the Nizam's Dominions, then called *Daftar-i-Diwani.*

The work of the office consisted of (1) the issue of *Sanads** and (2) the verification of *Sanads.* The first function was transferred in 1894 to the Secretariat, hence the series of grants must be regarded as having come to a close in that year. The second function continued to be performed even after the transfer of records to the Government, and in fact it is still performed to a limited extent by the State Archives.

History

The *Daftar-i-Diwani* was the earliest administrative office of the Asaf Jahi kings (the Nizams) of the Hyderabad State. It arose out of the necessity felt by Chin Qilich Khan, the Nizam-ul-Mulk, Asaf Jah I (1724-1748), to maintain a regular and systematic record of official orders issued and transactions executed. The earlier practice of issuing orders verbally had to cease in view of the developing political set-up. There was growing complexity in administration and a multitudes of orders in all the spheres of administration had to be issued. All this required the maintenance of a reliable record for keeping a watch on compliance and execution and also for purposes of reference. The exact date on which this change came over and the *Daftar-i-Diwani* was established is not known.

The early years of the rule of Asaf Jah I were mostly occupied in the prosecution of wars and the consolidation of first the Deccan *subah* and then the Hyderabad State. As the only office in existence, the prestigeous *Daftar-i-Diwani* Secretariat transacted all kinds of business, both civil, fiscal and military for the area in its charge. It was both a Constitutional Affairs Department and a Political and Services Department, at the apex of the administration of the realm.

* *Sanad*:—Document under the seal of authority conferring grants of cash, land and certain other awards by the State.

On the military side, it controlled the army; it made appointments, postings and dismissals of its rank and file, and on the civil side also, it exercised the unfettered and unrestricted authority of the sovereign. It made appointments of revenue officials; it raised the revenue and disbursed it; it maintained accounts of all categories; it sanctioned various grants, *Jagirs**, *Inam*† and *Yaumiya*‡ and conferred *Sanads* in regard to them. Officials were appointed, continued, and dismissed by this *daftar*.

Of the six *subahs* of Deccan, the jurisdiction of the *daftar* extended only to four of them, *viz.*:—

(1) Aurangabad (Khujista Bunyad),
(2) Berar,
(3) Bijapur, and
(4) Burhanpur (Darus-Surur).

Its controlling authority appears to have been vested with the *Diwan*£. There is a controversy as to when and how these general administrative functions came to be exercised by the *Daftardars*|| of *Diwani* and *Mal*.

The Rai Rayan family descended from one Krishnaji Pant who was in the service of Emperor Shah Jahan. His two sons Muro Pant and Naro Pant were brought from Delhi in 1740 to Hyderabad by the Nizam-ul-Mulk, Asaf Jah I, who had taken a particular liking to them. Here they settled down and made their new home. As they grew up, Asaf Jah I bestowed more and more favours upon them, and they became trusted confidential advisers on matters of State to the Nizam-ul-Mulk.

After the death of Naro Pant in 1751, the Nizam, Nawab Salabat Jang appointed one of his sons Shankraji Pant, as the principal *Muharrir*@ and *Daftardar* of the four *subahs* of the Deccan. Shankraji Pant had two sons, Nanaji Pant and Dhondaji Pant, both of whom succeeded their father as joint record keepers and joint accountants in about 1766. Dhondaji Pant suppressed the local revolt of Ehtesham Jang, and represented the Nizam of Hyderabad, Nawab Nizam Ali Khan in several diplomatic consultations with the *Peshwa* at Poona. **The Poona Akhbars which were discovered among the papers of the

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* *Jagir*—A rent free grant of one or more villages.

† *Inam*—A rent free grant of land or village.

‡ *Yaumiya*—Daily allowance in cash ("Yeomiah" in East India Company parlance).

£ *Diwan*—His Excellency, the Prime Minister of Hyderabad State. (*Madar-ul-Maham* in Persian)

|| *Daftardar*—Literally, Office-holder, actually Custodian of Records and Chief Accountant.

@ *Muharrir*— literally record-keeper.

** The *Poona Akhbars* (2 volumes) and the *Sanpuri Bakhar* which were published by the *Daftar-i-Diwani*, Hyderabad, in 1950, are based on the *bakhar* and *akhbar* (*khabar*) documents in the Modi collections of the State Archives, and the Osmania University Library, Hyderabad.

Daftar-i-Diwani, were items of diplomatic correspondence which were regularly despatched to Hyderabad from Purandhar between the years 1776 and 1781 and from Poona after 1781 by Haibat Rao Gopal, who had been appointed as *Akhbarnavis** by Nanaji Pant in 1776.

The office of *daftardar* had by the time become hereditary. One of the sons and successors of Dhondaji Pant by name Renukadas, received the title of Rai Rayan in 1783, of Diyanatwanth in 1785, and a little later, of Raja Shamraj. He subsequently became the *Peshkar* and even officiated as the Prime Minister of Hyderabad State during the absence of Aristo Jah Bahadur from 1781 to 1784 when the latter had gone to Poona. Raja Shamraj played a prominent part on behalf of the Nizam of Hyderabad in the war against Tipu Sultan of Mysore, in 1781. In his correspondence there is a reference to the two sons of Tipu Sultan who were taken as hostages soon after the Third Mysore War (1790-1792) to compel the ruler of Mysore to fulfil the obligations arising out of the Treaty of Seringapatnam (1792).

When Salar Jung became the Prime Minister of the Hyderabad State (1853-1883), he reorganized the offices on the western pattern existing in British India. In 1868, he divested *Daftar-i-Diwani* of all its executive functions and allowed it only to issue, confirm and verify *sanads* relating to the grant of *jagirs* and *inams.* The custody of the *daftar,* however, continued to be in the hands of the Rai Rayans' family. It is at this stage, namely in 1868, that the prestigeous *Daftar-i-Diwani* started losing its executive functions *in toto* and started acquiring increasingly the characteristics of a Central Record Office or an Archives.

Types of papers

In *Daftar-i-Diwani,* the records consist of files containing *sanads* and *ahkam***. When the Nizam or the *diwan* made a grant of land, cash, title and assignment, he issued a *sanad* or *ahkam* conferring the revenue, emoluments or privileges of the award on the grantee. This *sanad* or *ahkam* formed the basis of the file. There are also treaties executed between the Nizam and the Marathas and between the English and the Nizam. There are also papers dealing with the political and diplomatic relations between the Nizams and the Portuguese, the English, French, Dutch and other East India Companies, the Governor-General of British India in Calcutta, the Nawabs of the Carnatic and various other powers in the Indian sub-continent, especially in the Deccan plateau.

Calendars from 1719 to 1890 exist in the collections of this Archives. There are also some news-letters relating to the courts of Nizam Ali Khan, its relations with other States, such as the *peshwas,* other Maratha potentates, Oudh, the French in Pondicherry, and Indian (native) States.

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* *Akhbarnavis*– Epistolarian, epistoler or diplomatic correspondent.

** *Ahkam*– Orders issued by a competent authority.

There are also papers of a miscellaneous nature available in *Daftar-i-Diwani* such as:

(1) *Faisalajat** of Ellis and Chitambar Rao, (Commissioners in *Inam* cases).

(2) Records relating to *Daftar-i-Atiyat-Naqdi*† (Cash grants in revenue cases).

(3) *Paigah* Commission Papers—Reports of Messrs Brian Egerton, Reilly, Glancy and Fakhruddin Ahmed.

(4) Selected papers received from the Home Secretariat (1720-1890).

Most of these *Daftar-i-Diwani* papers are in Persian.

The details below give the classification of the records, quantity of each class and the respective chronological limits.

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* *Faisalajat*– Judgements.

† *Daftar-i-Atiyat-Naqdi*– Office of the grants paid in cash.

Sl. No. (1)	Class of archive (2)	Quantity (in numbers) (3)	Chronological limits (4)
1.	*Jagir*	2,808	This *Daftar-i-Diwani* collection is arranged in alphabetical order.
2.	*Inam*	2,668	In the present state of knowledge, it is not possible to state the chronological limits of each class. The earliest paper available, however, relates to 1721 and the last date traced is 1895.
3.	*Autan**	1,113	..
4.	*Mansab*†	3,430	..
5.	*Saliyana*‡		
6.	*Qaul* ** and *Qubuliyat*††	413	The records cover period 1741–1871.
7.	*Maqte* ‡‡	108	..
8.	*Tafweez*@	5,953	..
9.	Treaties and connected papers (Nizam Ali Khan's rule)	620	1767–1800
10.	Treaties and connected papers (Sikander Jah's rule)	388	1823–1824
11.	Treaties and connected papers (Nasirud Daula's rule)	49	1831–1850
12.	News letters (Nizam Ali Khan's rule)	204	1763–1800
13.	News letters (Sikander Jah's rule)	298	1805–1809
14.	News letters (Nasirud Daula's rule)	959	1831–1857
15.	News letters (Afzalud Daula's rule)	14	1858–1858
16.	News letters (Mir Mahboob Ali Khan's rule)	800	1871–1897

* *Autan*-plural of *Watan*– A district or village office with Revenue and Police powers and emoluments attached to it, *e.g.*, *Watan Deshmukhi*, *Watan Sardeshmukhi.*

† *Mansab*– A military rank conferred by the Mughal Government and regulated by the number of troops or horses the holder of the rank could bring into these field, varying from ten thousand upwards, usually. Jagirs were assigned for the maintenance of this force.

‡ *Saliyana*– Annual allowance— A cash grant.

** *Qaul*—A written contract or lease assignment.

†† *Qubuliyat*– A deed of agreement.

‡‡ *Maqte*—plural of *Maqta*– A land or village granted at a fixed rent.

@ *Tafweez*– Assignment of land, village or *pargana*.

The archival material mentioned at serial numbers 9 to 16 in the above table comprises of first class material on diplomacy, the body politic, statecraft and mediaeval administration of the period of the early Nizams. They comprise some of the most valuable archival material in the Andhra Pradesh State Archives. This material when assessed and researched upon will be of great significance to historiography.

Subject content and sampling

The records of *Daftar-i-Diwani* relate to the award of *jagir, inam, autan* and other categories of grant, conditional and otherwise.

There were the nobility and gentry who received *jagirs* and *inams*, some for their personal maintenance (*Jagir-i-Zat*), some for mustering of troops (*Nigah-Dasht-i-Jamiat*), and some for guarding forts (*Qiladari*).

For administrative purposes the country was divided into *subahs, zillahs, talukas* and villages. In some cases the whole of them, and in some cases part thereof, were assigned to the nobility and others to administer them and pay a fixed rent to the Government. The assignees were called *tahuddars* and the assignment *tafweez*. In some cases Government officials administered them on behalf of the Government and drew their remuneration on a percentage of the revenues. Such assignment was called *amani* and the officials *amils*.

There were the *Deshmukhs** and *Deshpandiyas*†, who collected the revenue and remitted it to the Government. In lieu of their service, they received a fixed percentage of the collection (*Rusum*)‡.

The procedure followed in respect of the issue of grants was as follows. The office wrote the note (*Kaifiyat-i-Daftar*) and presented it before the grantor (the Ruler, the *Diwan*, or the *Peshkhar*). If the grantor so desired, he made an endorsement at the top of the *Kaifiyat* as follows: *Sanad Bidihand i.e.*, "issue *sanad.*"

The endorsed paper then passed through several registers. Its entry was first taken into *Siyaha*. If the grant was *jagir*, its entries would be taken in *Awarja* and *Kaifiyat-i-Jagirdaran*. A *sanad* relating to a *jagir* was to have its reference in the above registers without which it was not to be treated as having been issued regularly.

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* *Deshmukh*– A Revenue Officer.

† *Deshpandiya*– A Revenue Accountant.

‡ *Rusum*– Remuneration allowed to the *Deshmukhs* and *Deshpandiyas* in consideration of their work.

The samples of a few classes of papers are given hereunder:

Sl. No. (1)	*Accession register No.* (2)	*Date* (3)	*Nature of document or archive* (4)	*Synopsis of the archive* (5)
1.	5	1182 F. (1772 A.D.)	Application	Application of Rai Rayan Diyanat Ram for the grant of Kuwaram village etc., in Balapur *Pargana*, *Taluq* Mohammadnagar, *Sarkar* District, Hyderabad *Subah* in *jagir*. This document shows the procedure of a grant of *jagir* and *inam* thus: 1. *Suwal* (Office- note). 2. Copy of the *parwana** issued under royal seal. 3. Copy of the *parwana* under Prime Minister's seal. 4. Copy of a letter to *Amil*.
2.	18	1189 F. (1779 A.D.)	*Siyaha*	*Siyaha* containing entry of the application by Rai Sunder Das for the grant of *Jama-i-Kamil*.†† Rs. 2,089 from Saradhne *Pargana*, Nanded *Sarkar*.
3.	7862	..	Letter	This letter is from the Nizam, Nawab Nizam Ali Khan (1762-1803) addressed to Nawab Azamul-Umara, Arastu Jah, the *Diwan* (1797-1804), asking him to return the mare belonging to Bapu Rao, who was in the service of the *Peshwas*. The mare was then in possession of Nawab Subhan Khan, a noble of Hyderabad.

* *Parwana*—An order issued under the seal of the ruler or Prime Minister.

†† *Jama-i-Kamil*—Final assessment.

(1)	(2)	(3)	(4)	(5)
4.	7863	1802	Draft Treaty (document of State)	Draft of the treaty for the improvement and security of trade and commerce between the territories of the East India Company and of the Nizam's Dominions, executed by J. Achilles Kirkpatrick, the Resident, on the one side, and the Nizam's Government the other.
5.	3306	11th Zilhijja, 1208 H. (1794 A.D.)	News letter	The news letter is from Chinnapatam (Madras) and contains the details of replies of Tipu Sultan to Walajah; the arrival of a Portuguese ship; and, the capture of the vessel of an Englishman who was arrested for conspiracy with the French.

Reference media

References to the *sanads* and *ahkams* and the grants contained in them are quoted in different registers, lists, inventories and papers, which serve the purpose of confirming the awards made. These references are maintained in chronological order.

Details of the reference records are given hereunder:—

Sl.No.	Archival category	Reference Records: Kind of record	Period: From	Period: To	No. of papers or bundles
1)	(2)	(3)	(4)	(5)	(6)
		1. JAGIR			
1.	*Jagir-i-zat**	1. *Awarjas*	1762	1808	226 bundles
		2. *Awarjas*	1762	1808	58 bundles
		3. *Kaifiyat-i-Jagirdaran*	1765	1884	76 bundles
2.	*Tankhwah Jagir***	*Fehrist*	1763	1847	
3.	*Nigahdasht-i-Jamiat*†	-do-	-do-	-do-	
4.	*Jagir-i-Mashrut*‡	-do-	-do-	-do-	228 bundles
5.	(*a*) *Mashrut-i-Qiladari* and *Ahsham*††	-do-	-do-	-do-	
	(*b*) Others	-do-	-do-	-do-	
6.	*Siyaha*	*Ahkam Siyaha Jagir*	1763	1860	1,229 bundles

* *Jagir-i-zat—Jagir* granted for the personal maintenance of the grantee.

** *Tankhwah Jagir—Jagir* granted in lieu of salary for service rendered.

† *Nigahdasht-i-Jamiat– Jagir* for maintenance of troops.

‡ *Jagir-i-Mashrut– Jagir* granted conditionally on performance of certain duties.

†† *Mashrut-i-Qiladari* and *Ahsham—Jagir* conditional on the maintenance of forts and garrisons.

Sl.No.	Archival category	Reference Records: Kind of record	Period: From	Period: To	No. of papers or bundles
(1)	(2)	(3)	(4)	(5)	(6)
		2. INAM			
1.	*Inam Madad-i-Mash**	1. *Awarjas*	1762	1808	226 bundles
		2. *Awarjas of* Hyderabad and Bidar	1762	1808	58 bundles
		3. *Kaifiyat-i-Jagirdaran*	1765	1884	76 bundles
		4. *Fehrist-i-Jagirdaran*	1763	1849	228 bundles
2.	*Inam Altamgha*†	-do-	-do-	-do-	
3.	*Inam Madad-i-Mashrut*‡	-do-	-do-	-do-	
4.	*Inam Kharij Jama*††	-do-	-do-	-do-	
5.	*Siyaha*	*Siyaha*	1763	1860	1,229 bundles

**Inam Madad-i-Mash*—Grant for subsistence.

†*Inam Altamgha*—A grant of land under royal seal made in perpetuity.

‡*Inam Madad-i-Mashrut*—*Inam* granted on condition of performing certain duties.

††*Inam Kharij Jama*—*Inam* not included in the land-revenue of the State.

REFERENCE RECORDS

Sl. No.	Archival category	Kind of record	PERIOD From	PERIOD To	No. of archives, papers or bundles
(1)	(2)	(3)	(4)	(5)	(6)
		3. AUTAN			
1.	*Watan Deshmukhi* [1]	*Jama-wa-Kharch* [2]	1726	1896	1,82,000 papers
2.	*Watan Sardeshmukhi* [3]	*Kaifiyat-i-Deshmukh-wa-Rusumdaran* [4]	1771	1878	955 archives
3.	*Watan Sardeshpandiya* [5]	*Daul Patrak* [6]	1822	1866	907 papers
4.	*Watan Sardesai* [7]	*Fehrist-i-Zamindaran*	1828	1865	300 papers
5.	*Watan sardesai*	*Kaifiyat-i-Fehrist-i-Rusumdaran*	1771 A.D. 1181 F.	1878 A.D. 1288 F.	955 archives
6.	*Manewari* [8]	*Deh-Jhada* [9]	1776	1888	391 lists
7.	*Siyaha*	*Siyaha*	1763	1860	85,090 papers

1. *Watan Deshmukhi*– Office of the Village Revenue Officer.
2. *Jama-wa-Kharch*—Statement of receipts and expenditure.
3. *Watan Sardeshmukhi*—Office of the Principal Revenue Officer of a district.
4. *Kaifiyat-i-Deshmukh-wa-Rusumdaran*—Statement showing the names and other particulars of the *deshmukhs* and others receiving fees.
5. *Watan Sardeshpandiya*– Same as Watan Sardeshmukhi.
6. *Daul Patrak*—A statement showing the estimate of gross income of a land or village.
7. *Watan Sardesai*—Same as Watan Sardeshmukhi.
8. *Manewari*—Office of a village Policeman.
9. *Deh-Jhada*—List of villages.

Sl.No.	Archival category	Kind of record	PERIOD From	PERIOD To	No. of papers or bundles
(1)	(2)	(3)	(4)	(5)	(6)
		4. MANSAB			
1.	Mansab *Sarishta* [1]	*Fehrist-i-Mansabdaran* (List of *Mansabdars*)			
	(*a*) Suraj Partab	-do-	1272 F. (1862 A.D.)	1335 F. (1925 A.D.)	75 bundles
	(*b*) Lala Pershad	-do-	1285 F. (1875 A.D.)	1341 F. (1931 A.D.)	115 bundles
	(*c*) Chanchud Rai	-do-	1286 F. (1876 A.D.)	1343 F. (1933 A.D.)	104 bundles
	(*d*) Ranchud Rai	-do-	1240 F. (1830 A.D.)	1345 F. (1935 A.D.)	726 bundles
	(*e*) Rai Rayans	-do-	1252 H. (1842 A.D.)	1341 H. (1931 A.D.)	697 bundles
	(*f*) Ram Rao	-do-	1273 F. (1863 A.D.)	1339 F. (1929 A.D.)	48 bundles
	(*g*) Sunderlal	-do-	1222 F. (1812 A.D.)	1350 F. (1940 A.D.)	1,520 bundles
	(*g*) Raja Shiv Raj Dharmvant	-do-	1222 F. (1812 A.D.)	1336 F. (1926 A.D.)	1,083 bundles
		Madakhil-wa-Makharij [2]	1772 A.D.	1858 A.D.	1,646 bundles
		Siyaha Khazana-i-Amira [3]	1852 A.D.	1870 A.D.	216 bundles

1. *Sarishta*– An office or establishment to which the *Mansabdars* were attached and from which they received their orders and salaries.
2. *Madakhil-wa-Makharij*– Statement of amounts received and disbursed.
3. *Siyaha Khazana-i-Amera*– Daily Cash Book of the Central Treasury.

REFERENCE RECORDS

Sl.No.	Archival category	Kind of record	PERIOD From	PERIOD To	No. of papers or bundles
(1)	(2)	(3)	(4)	(5)	(6)
		5. YAUMIYA (YEOMIAHS)			
1.	*Madad-i-Mash*[1]	*Kaifiyat-i-Yaumiyadaran*	1795	1872	951 bundles
2.	*Yaumiya* and *Saliyana*	-do-			
		Siyaha Naqdia[2]	1823	1869	651 bundles
		Sabil-Bandat[3]	1798	1881	14,572 papers
		6. QAUL NAMA AND QUBULIYAT			
1.	*Qaul Nama*[4] and *Qubuliyat*[5]	*Siyaha*	1763	1860	1,229 bundles
		7. MAQTA			
1.	*Maqta*	*Jama-wa-Kharch*	1726	1896	1,82,000 papers
		8. TAFWEEZ			
1.	*Tafweez*	*Siyaha*	1763	1860	1,229 bundles
		Jama-wa-Kharch	1726	1896	1,82,000 papers

1. *Madad-i-Mash*—Allowance granted for subsistence.
2. *Siyaha Naqdia*—Daily Cash Book.
3. *Sabil-Bandat*—Budget Estimates.
4. *Qaul Nama*—Deed of contract.
5. *Qubuliyat*—Deed of agreement.

Lists and catalogues

The following registers prepared in 1902 in the *Daftar-i-Diwani* are available for reference till today. *Sanads* and *ahkam* granting *jagir* and *inam* and other categories of grant are in alphabetical order and it is very difficult to ascertain when they begin and when they end.

Some of these registers have been translated into English subsequently:

(1) Registers of *Jagir* and *Inam*	28
(2) Registers of *Jagir* and *Yaumiya*	25
(3) Registers of *Jagir* and *Mansab*	59
(4) Registers of *Jagir* and *Watan*	28
(5) Registers of *Jagir* and *Tafweez*	27
(6) Registers of *Jagir* and Cash grants	9

The registers detailed below are also available for reference and their dates have been ascertained.

(1) Register of *Sabilbandat* from 1798 to 1809	25
(2) Register of the Ellis and Chitambar Rao Commission Reports from 1850 to 1857	3
(3) Register of *Siyaha jagir* from 1763 to 1860	1
(4) Register of *Naqdi* from 1823 to 1869	1
(5) Register of *Awarja* from 1762 to 1856	1

2. The Daftar-i-Diwani Records in Marathi

Origin

The Marathi papers (mostly written in the Modi script), which were part of the *Daftar-i-Diwani*, were separated from the *daftar* between the years 1944 and 1946. They were kept apart to facilitate their study and ultimately to publish papers of historical value, chronologies, *etc.*, selected from among them. Since then the Marathi papers have remained as a separate unit. In the period of Shri M. V. S. Prasada Rau, I.A.S., as Director of State Archives, Government of Andhra Pradesh, contact has been established with the Poona and Kolhapur archival *daftars*' Modi scholars, and with the Maharashtra Government and with the Bombay Archives, to evolve schemes for scholars and researchers to properly utilize the Marathi/Modi records in the Andhra Pradesh Archives.

The Marathi papers of the *Daftar-i-Diwani* consist of *akhbars*, *sanads*, private correspondence of the Rai Rayans account papers, and miscellaneous papers. All the papers are in Marathi, mostly written in the Modi script. The Marathi records here are a fantastic collection and are a veritable research treasure-trove. Research into them will throw new light into hitherto unknown aspects of Maratha empire history and Asaf Jahi history.

Detailed particulars of Marathi/Modi records

Class of paper	Quantity	Chronological limits
1. The Poona *Akhbars*	223	1776–1794
2. The *Akhbars* of the *Dewdi-i-Khas* of Nawab Nasir-ud-Daula Bahadur (1829–57)	496	1844–1846
3. Papers relating to Private Correspondence of the Rai Rayans	About 50,000	1766–1822
4. *Sanads*	About 50,000	1766–1822
5. Accounts and Miscellaneous papers	About 20,000	1766–1822

Subject content and sampling

The Poona *Akhbars* which come into the category of diplomatic correspondence give an actual eye-witness account of the day-to-day happening at the seat of the Maratha empire in the *Peshwas'* court. These epistles contain reports of important events in different parts of India where the Marathas were active. They are useful for reconstructing the political, social, cultural and economic history of the period as they describe the court life, the pleasures, the pastimes and the activities of the *Peshwas* and the *darbars,* accounts of fairs and festivals and various events particularly in the Maratha Poona kingdom, and the happenings in the greater Maratha empire all over India, the customs and manners of the period, and the condition of trade and commerce. The material in these Marathi records relating to diplomatic relations between the *Peshwas* and other Maratha chiefs on the one hand and various other Muslim and European powers in India, is very valuable for historiography.

The *Akhbars* of the *Dewdi-i-Khas* of the fourth Nizam, Nawab Nasir-ud-Daula (1829-1857) are analogous to the Poona *Akhbars* and reflect the court life and general conditions in Hyderabad during a few years of the rule of Nawab Nasir-ud-Daula Bahadur.

The private correspondence of the Rai Rayans contain some important letters received from the great Maratha revolutionary leader. Nana Phadnavis and several other powerful Maratha *Sardars* of note before whom much of India trembled. The other letters of this category contain useful material for reconstructing the general, social, and economic history of the period. Even the account papers are of interest.

Sanads exist in large numbers, and they shed considerable light on the history and the structure of the revenue administration of the period.

The following is a random sampling of some of the noteworthy documents: —

Sl. No. (1)	*A.R.No.* (2)	*Date* (3)	*Contents of the document* (4)
1.	3285	January 24, 1764	A schedule which details the materials to be supplied to the shrine at Aundha Nagnath every month for carrying on the ceremonial worship of the deity.
2.	1768	May 17, 1767	*Sanad* from Srimant *Peshwa* Madhava Rao I (1761-1772)* granting the village of Rele to "Nanaji Shankar Rai Rayan," or Nanaji alias Nanak Ram-Raja Amanat Want Bahadur (who never became Raja Rai Rayan).
3.	1639	July 1, 1775	An inventory of articles in store in the Fort of Devagiri (Daulatabad).
4.	1388	December 31, 1782	Nana Phadnavis's invitation to Dhondaji Shankar (or Dhondaji Pant, alias Ganesh Das Rai Diyanat Ram Raja Rai Rayan Bahadur (1728-1783) of Haidarabad to attend the marriage of Srimant *Peshwa* Madhava Rao II.
5.	861	September 5, 1791	Ahalya Bai Holkar's** letter informing Rai Renukadas (the Rai Rayan) that Vishvas Laxman was being posted as her *vakil* at the court of the Nizam in Haidarabad.
6.	2757	February 4, 1792	A letter from Rai Renukadas, Rai Rayan (1765-1822) (from Guntakal) to Appa Saheb giving details of the allied campaign against Tipu Sultan near Seringapatnam.

* Madhava Rao I was also known as Madhava Rao Ballal in the annals of Maratha history and to contemporary chroniclers, to distinguish him from the *Peshwa* Madhava Rao Narayan or Madhava Rao II (1774-1796).

**Queen Ahalya Bai Holkar (1765-1795), ruler of the Maratha State of Indore.

(1)	(2)	(3)	(4)
7.	417	August 10, 1844	An *Akhbar* from the *Dewdi-i-Khas* of Nawab Nasir-ud-Daula Bahadur. Ram Baksh is ordered to attend the court. Receipt of a letter from the Governor-General at Calcutta. Order to draft the reply. Arrival of the court dignitaries. Azam Khan and Madar Khan submit *Nazar*[1] to announce their children's wedding. The Nizam presents them with gifts. A party of Englishmen visits the Jahan Numa Palace. Onions, ghee and other articles are received at the court.

Reference media

For the Marathi-Modi documents of the *Daftar-i-Diwani,* there are no contemporary reference media of any kind available. It is proposed to build up reference media in this field by 1985. The present author has drafted reference media in Marathi from September 1979 onwards.

Lists and catalogues

In respect of the Marathi documents of the *Daftar-i-Diwani,* two accession registers exist, one of which is almost complete, and the other contains sporadic entries, covering a total of nearly 3,500 documents analyzed under the following columns or heads:

(1) Serial number;
(2) Number of sheets;
(3) Period;
(4) Subject matter; and
(5) Date.

Analysis of documents, more or less on the above lines, is being conducted preliminary to the classification of the documents and their ultimate publication in the form of Catalogues or Document Indexes. Each document is provided with a wrapper on which the analysis is entered. Nearly 6,500 documents have so far been analyzed in this way. These wrappers, therefore, serve as finding aids to the above documents.

3. DAFTAR-I-MAL

Origin

Government assumed the control of the *Daftar-i-Mal* and transferred it to the *Daftar-i-Diwani* in 1925 on the death of Raja Shiv

1. *Nazar*—A present or offering made to a superior.

Raj Bahadur. In 1950, *Daftar-i-Diwani-wa-Mal* was re-designated as the Central Record Office of Hyderabad State.

The *daftar* performed the two-fold duties of (1) issuing of *sanads* (granting cash and land); and (2) their verification, and archival custody. In 1925, Government transferred the first function to the Secretariat. Thereafter, the *daftar* continued to perform only the second function, *viz.*, the archival or record-keeping function. The function of verification is still performed to a limited extent by the State Archives of Andhra Pradesh located at Tarnaka, Hyderabad.

History

The *Daftar-i-Mal*† was established in 1721 by the Nizam-ul-Mulk Asaf Jah I (1724-1748) and was placed under the charge of Raja Sagarmal Bahadur. After the Raja Bahadur's death, his descendants continued to hold the custody of the *daftar* until the death of Raja Shiv Raj Bahadur in 1925. It is one of the oldest *daftars,* and it transacted all the official business relating to the two *subahs* of Hyderabad and Bidar, in the same manner as *Daftar-i-Diwani* which held jurisdiction over the remaining four *subahs* of the Deccan, *viz.*, the *subahs* of Aurangabad, Berar, Bijapur and Burhanpur. Between them, the two *daftars* controlled the administration of the entire State of Hyderabad.

The language of the records of the *Daftar-i-Mal* is Persian.

The particulars below given the *subah*-wise statistics of the record of *Daftar-i-Mal*:—

Class of papers	*Location of grant*	*Quantity of papers*	*Chronological limits*
Sanads relating to *Jagir*, *Inam Ummalan*[1], *Ahl-i-Khidmat*[2]	Hyderabad *Suba*;*	3,319 4,900	1749–1901 1725–1917
Sanads relating to *Jagir*, *Inam Ummalan*, *Ahl-i-Khidmat*	Bidar *Suba*;	1,382 2,356	1749–1908 1730–1912
Sanads relating to *Jagir*, *Inam Ummalan*, *Ahl-i-Khidmat*	Hyderabad and Bidar *Subas*;	178	1789–1912
Sanads & *Akhams* {relating to *Yaumiya* and *Saliyana-daran*	Hyderabad and Bidar *Subas*;	5,690	1859
Ahkam Miscellaneous Orders relating to administration	Hyderabad and Bidar *Subas*;	2,363	1831–1872
Qaul-Nama relating to grant of land on lease	Hyderabad *Suba*;	1,720	1821–1863

1. *Ummalan*—Plural of *Amil*, a Collector of revenue on behalf of the Government.
2. *Ahl-i-Khidmat*—Government officers charged with specific duties.

* Throughout this book the nomenclature of the *Subas* of the Mughal Empire is spelt as *Subah* while the nomenclature of the *Suba* (*Subedar*), of the Nizam's Dominions is *mostly* given as "*Suba*".

† The *Daftar-i-Mal* appears to have been established around 1720-21 by Chin Qilich Khan, the Nizam-ul-Mulk, most probably at Aurangabad after the battle near Khandwa (1720), when he was still nominally the Mughal *Subahdar* of the Deccan, *i.e.*, before the Battle of Shakar Khera (October 1, 1724) following which he became independent.

The record collections relate to the grant of *jagir, inam, autan tafweez* and other categories of award and the proceedings following them.

The procedure followed in regard to the issue of grant was as follows: —

Daftar-i-Mal made all the appointments, civil and military, which lay within its sphere; it supervised the raising of the revenue, disbursements, grants of *jagir, inam and yaumia. Sanads* confirming the grants made were issued through this *daftar.*

The far reaching administrative reforms of 1869 ushered in by Nawab Sir Salar Jung I (1853-1883), divested the *Daftar-i-Mal* of its executive functions and confined it to the work of attesting and verifying the *sanads* and documents regarding grants.

In 1925, the last *Daftardar* of the *Daftar-i-Mal,* Raja Shiv Raj Bahadur died. The Government of Hyderabad took over the *daftar* and placed it in-charge of the *Muhtamim* (Superintendent) of *Daftar-i-Diwani.* In the same year, the office of the *Muhtamim* of *Daftar-i-Diwani* was converted into a Directorate, and the *Daftar-i-Mal* became a part of it.

Types of papers

The *daftar* contains drafts and copies of *sanads* and *ahkams* relating to *jagir and inam, yaumiya, saliyana tafweez* and *amani**. These are arranged *suba*-wise and in chronological order. There are also other types of papers, *Awarja* and *Kaifiyat-i-Jagirdaran* and *Inamdaran* (inam-holders), *Madakhil-wa-Makharij, Qaulnama Jat* and *Qubuliyat* and many others which are detailed in the Reference Media.

Papers and documents filed in the Revenue Department and not taken back by the parties were also transferred to *Daftar-i-Mal.*

The applicant presented his petition to the grantor (the Ruler, the *Diwan* or the *Peshkar*),[1] or to the office whereupon the office wrote the noting (*kaifiyat-i-daftar*) and submitted it to the grantor.

The grantor, if he so desired, made an endorsement at the top of the *Kaifiyat, "Sanad Bidihand"* (*i.e.,* issue *sanad*).

The endorsed papers passed through several registers like *awarja* and *kaifiyat-i-jagirdaran.*

The applicant then received the *sanad* or *ahkam.* All the subsidiary papers and registers emerging from the *sanad* or *ahkam* are contained in the *daftar.*

**Amani*—Collection of revenue direct from the cultivators by Government officers.

1. *Peshkar*—A deputy or Chief Assistant of the Prime Minister.

Samples of a few class of papers are given below:—

Sl. No.	*Ac.No.*5 and Date*	*Nature*	*Synopsis*	*Remarks*
1.	7–1160 F. / 1750 A.D.	*Suwal* (office note)	Hussain Dost Khan *alias* Chanda Sahib receives the charge of the *Suba* Carnatic	Endorsed by Muzaffar Jang: "Issue *Sanad*".
2.	1–1166 F. / 1756 A.D.	*Sanad*	Sunderiya S/o. Somaiyya appointed to the office of the *Deshpandiya* of Rajahmundry	..
3.	1 *Mahalat* 1140 F. / 1730 A.D.	1. *Suwal* (office note) 2. *Muchalka**4	Ajit Singh appointed to the office of *Amin Faujdar* 2 and *Sheqdar**3	..
4.	10–*Jagir* 1187 F. / 1777 A.D.	*Arzi* (office Note)	Grant of *Jagir* to Haibat Rao Gopal in Kolas; *Suba* of Hyderabad.	..
5.	21 *Inam* 1230 F. / 1820 A.D.	*Sanad*	Grant of Land (88 *bighas*) to William Rumbold.	..

Reference media

References to the *sanads* and *ahkams* and the grants contained in them are quoted in different registers, lists, inventories and papers which serve the purpose of confirming the awards made. These references are maintained in chronological order.

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*2. *Faujdar*—An officer invested with the charge of the Police and having jurisdiction in all criminal matters.

*3 *Sheqdar*—A petty revenue officer, appointed to collect the revenue from the villages, the equivalent of today's Revenue Inspector in revenue administration in the districts of India.

*4. *Muchalka*—A bond.

*5. Ac. No.—Accession number of the State Archives.

Details of the reference record are given separately hereunder:—

Sl.No.	Category	Classification	Kind	Year	Quantity
1.	*Jagir*	(*a*) *Jagir Zat*	1. *Awarja*		
			(*a*) of Hyderabad	1754–1846	57 bundles
			(*b*) of Bidar	1774–1846	40 bundles
			2. (*a*) *Kaifiyat-i Jagirdaran* and	1760–1878	39 *Bastas**
		(*b*) *Tankhwah Jagir*	Lists of *Inamdaran* of Hyderabad and Bidar.		
			(*b*) as above, and		
			(1) *Madakhil*	1803–1865	53 *Bastas**
			(2) *Makharij*	1813–1865	23 *Bastas*
			(3) *Madakhil*	1795–1850	38 bundles
		(*c*) *Jagir-i-Nigahdasht-i-Jamiyat*	References same as in classification (*a*) and (*b*)		
		(*d*) *Jagir-i-Mashrut-i-Qiledari-wa-Ahsham.*	References as above and *Kaifiyat-i-Jagir Mashrut-wa-Ahsham-i-Qalajat.*	1807–1857	9 bundles
		(*e*) *Jagir-i-Mashrut-ul-Khidmat* (For services and maintenance of mosques, temples or tombs).	..	Same as in classification (*a*) and (*b*)	
		(*f*) *Jagir Mashrut Waqa-i-Nigari**1	..	References same as in classification (*a*) and (*b*)	

**Basta*—bundle of files/papers tied in a piece of cloth.

1. *Waqa-i-Nigari*—Office of the intelligence reporter.

Sl.No.	Category	Classification	Kind	Year	Quantity
2.	*Inam*	(*a*) *Inam Altamgha*	(1) *Awarja* of Hyderabad and Bidar.	1754–1846 1774–1846	57 bundles 40 bundles
			(2) *Kaifiyat-i-Jagirdaran-wa-Inamdaran* of Hyderabad and *Bidar*.	1760–1878	39 bundles
		(*b*) *Inam Madad-i-Mash*	(1) Same as above	1760–1878	39 bundles
		(*c*) *Inam Mashrut* (*i*) Services (*ii*) Maintenance of mosques, temples and tombs.	Same as in classification (*a*) above.		
		(*d*) *Inam Kharij Jama* for maintenance of mosques, temples and tombs for rendering services.	(1) *Kaifiyat-i-Kharij Jama*	1804–1811	11 bundles
			(2) *Daul–patrak* (3) Misc. papers	1742–1918	37 bundles
3.	*Ummalan*	1. *Ahl-i-Khidmat*	(1) *Jama-wa-Kharch*	1726–1895	37 bundles
		(Government officers charged with specific duties)	(2) *Kaifiyat-i-Deshmukhan-wa-Deshpandiyan*	1803–1860	33 bundles
		(*a*) *Sardeshmukhi*	(3) *Rusumdaran*	1803–1860	25 bundles
		(*b*) *Deshmukhi*	(4) *Takht-i-patrak*	1803–1860	30 bundles
			(5) *Daul*	1747–1853	20 lists

	(*c*) *Sardeshpandiya*	(6) *Fehrist-i-Zamindaran*	1764–1845	25 lists
	(*d*) *Deshpandiya*			
	(*e*) *Sardesai*	(7) *Madakhil*	1803–1865	53 bundles
		(8) *Makharij*	1813–1865	23 bundles
	(*f*) *Desai*	(9) *Sabil-Bandat*	1717–1853	70 bundles
		(10) *Awarja*	1754–1846	57 bundles
	2. *Amil-i-Mahalat*	(*i*) *Madakhil*	1803–1865	50 bundles (for (*i*) and (*ii*))
		(*ii*) *Makharij*	1813–1865	
4. *Yaumiya* and *Saliyanadaran*	*Madad-i-Mash*	*Kaifiyat-i-Yaumiadaran* and *Saliyanadaran* of Hyderabad and Bidar.	1817–1852	19 bundles

List and Catalogues

The following registers prepared in 1915 are even now available for reference:

1.	Registers of *Sanads* relating to *Jagir Inam.*	1725–1917 A.D.	18 bundles
2.	Registers of files of proceedings	1856–1951 A.D.	128 bundles
3.	Registers of *Sanads* relating to *Yaumiya*	1795–1881 A.D.	2 bundles
4.	Registers of Miscellaneous papers	1241–1281 F. £	5 bundles
5.	Registers of *Qaul-Namas*	1230–1277 F.	2 bundles
6.	Registers of *Awarja*	1184–1255 F.	2 bundles
7.	Registers of *Kaifiyat*†*-i-Jagir*	1157–1228 Fasli / 1747–1818 A.D.	2 bundles
8.	Registers of *Kaifiyat-i-Madakhil*	1213–1257 Fasli / 1803–1847 A.D.	2 bundles
9.	Registers of *Kaifiyat-i-Makharij*	1223–1257 Fasli / 1813–1847 A.D.	1 bundle
10.	Registers of *Kaifiyat-i-Siyaha Khazana*	1263–1281 Fasli / 1853–1871 A.D.	1 bundle
11.	Registers of *Kaifiyat-i-Zabtiyat** [1]	1207–1286 Fasli / 1797–1876 A.D.	1 bundle
12.	Registers of *Kaifiyat-i-Madakhil* and *Makharij*	1213–1257 Fasli / 1803–1847 A.D.	1 bundle

There are 17,229 files of proceedings covering the period 1855-1951.

Records awaiting transfer

There are no papers to be transferred to State Archives.

4. DAFTAR-I-MANASIB-WA-KHITABAT

Origin

Daftar-i-Manasib-wa-Khitabat was one of the *daftars* held by the family known as Dharamvant, which also held the *Daftar-i-Mal*. It

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*1. *Zabtiyat*—Confiscation.

† *Kaifiyat*—The word *Kaifiyat* occuring in this page means official registers of official records and not the meaning given in the Glossary.

£F.=Fasli era.

maintained the records of titles conferred by the rulers on the officials and the public men in recognition of their services. This record collection was taken over by the Government along with the *Daftar-i-Mal,* on the death of Raja Shiv Raj Bahadur in 1925.

History

It was the custom in olden times to confer titles and bestow robes of honour on the nobility and dignitaries and higher officials in recognition of their meritorious services to the rulers. In order to maintain a record of these titles and honours and ranks for general verification and reference, a *daftar* was formed in the reign of the Nizam-ul-Mulk, Asaf Jah I (1724-48). After 1925 it continued to exist nominally till the close of the reign of the last ruler, Nawab Sir Mir Osman Ali Khan Bahadur, Nizam VII (1911-1948). After the Police Action in 1948, the grant of titles and honours by the Nizam's Government ceased. The *daftar* maintained only a repository of the record of titles.

The *Daftar* holds lists of titles and honours arranged in alphabetical order, *Tafweej Namajat and farmans.* The languages of these records of this *daftar* are Persian and Urdu.

Class	*Quantity*	*Chronological limits*
Lists	1,773	1720–1888
Tajweez Nama	30	1752–1832
Farmans	55	1720–1948
Files of Proceedings	247	1871–1948

The contents relate to the bestowal of titles and honours and make a citation of the occasion and the service rendered. There is also record of the titles withdrawn and restored.

Sl.No. (1)	*Nature* (2)	*Synopsis* (3)
1.	List *Radif Ain* (Under the alphabet *Ain*) ..	Khaja Ibadullah Khan was awarded the rank of 800 *Zat*[1] and 50 *Sawars*[2] by Asaf Jah I but later on during the reign of Salabat Jung, his rank was raised by 700 *Zat* and four hundred and fifty *Sawars* on 29th, Rabiul-akhir, 1164H. (17th March, 1751). He held the elevated rank of 1,500 *Zat* and 500 *Sawars.*

1. *Zat:*—Footmen or personal bodyguards.
2. *Sawar*—Horsemen (cavalry)

(1)	(2)	(3)
2.	*Tafweez Nama* ..	Khaja Hayatullah Khan was awarded the titles of "*Muhtasim Jang*", "Khan Bahadur", with 3,000 men (personal) and *Sawars* (horsemen), a banner and a drum, in an order dated 26th March, 1787.
3.	*Farman* ..	The Nizam's French General, Monsieur Michael Joachim Marie Francois de Raymond was first awarded the title of *Afsar Jang*" together with the rank of 3,000 *Zat* (personal), 2,000 *Sawars* (horsemen), a standard and a drum on 20th *Safar*, 1204 H. (9th November, 1789) by Mir Nizam Ali Khan. Thereafter General de Raymond was awarded the title of *Azdar-ud-Daula* and his rank was raised to 1,000 *Zat* (personal) on 4th Zilhijja, 1206 H. (24th July, 1792). Finally the title of *Muthawar-ul-Mulk* was bestowed on him on 9th Jamadalawwal, 1212 H. (30th October, 1797).
4.	List *Radif Alif* (Under the alphabet *Alif*) ..	Mir Asad Ali Khan awarded the title of *Nizam Yar Jang* with the rank of 2,000 men (personal), 1,000 horsemen and a banner on 1st *Shawwal*, 1287 H. (25th December, 1870).
5.	*Farman* ..	Rai Murlidhar was awarded the title of *Raja Fatah Nawaz Vant* in an order dated 29th *Jamadalakhir*, 1335 H.(22nd April, 1917).
6.	*Farman* ..	Ghulam Ghouse Khan was awarded the title of *Ghouse Yar Jang* on 29th Jamadal–akhir, 1335 H. (22nd April, 1917).
7.	*Farman* .	Mr. Hurmusji was awarded the title of *Hurmus Jung* on 25th *Safar*, 1337 H. (30th Nov., 1918).

Reference media

(*a*) There are no contemporary reference media to these records.

(*b*)	1. Registers of files of Proceedings	33	1288–1366 H. / 1871–1946 A.D.
	2. Registers of titles	3	

No records await to be transferred. The indexing of the records of the *Daftar-i-Manasib* has been taken up by the present author in August 1979.

5. Daftar-i-Istifa

Origin and History

The records of this *daftar* were transferred to *Daftar-i-Diwani* in 1905. This is an old *daftar* which goes back to the time of Nizam-ul-Mulk, Asaf Jah I. The precise date of its establishment is not known but the earliest paper found in it relates to 1132 H. (1719 A.D.). The early history of the office and the family which held it is not known. Raja Srinivasa Rao, a *Jagirdar,* was the last custodian of this *daftar.* In 1314 Fasli (1905) Government took over the *daftar.*

For a *Sanad* to be considered as having been regularly issued and valid, its registration with *Daftar-i-Istifa* was necessary. For this purpose the *daftar* took out the duplicate copies and maintained them. The duplicates were also useful for attesting the copies of the *sanads* and *ahkams* issued by *Daftar-i-Diwani* and *Mal. Daftar-i-Istifa* in this respect acted as the checking and examining office. The grantee presented the *sanads* or *ahkams* to the *Daftar-i-Istifa.* The *Daftar* prepared the duplicates and retained them in its repository. It returned the originals to the grantee with its endorsement "*Naql ba Daftar-i-Istifa raseed*" (*i.e.*. copy received in *Daftar-i-Istifa*).

The *daftar* holds the duplicate copies of the *sanads, parwanajat, enayat-namajat* and *ahkam* issued by the *Daftar-i-Diwani* and *Daftar-i-Mal.* The language of the records is Persian.

Detailed particulars

Class		Quantity	Chronological limits
Copies of *Parwanajat*	..	1,782	1715–1822
Copies of *Enayat Namajat*	..	3,800	1765–1824
Copies of *Ahkam*		3,388	1766–1855
Copies of *Sanads*	..	7,605	1720–1858
Copies of *Siyahas*	..	7,840	1720–1858

Subject content and sampling

The subject content is the same as that of *Daftar-i-Diwani* and *Daftar-i-Mal, viz.,* the records in it relate mainly to the award of *jagir, inam, autan, mansab* and *tafweez.*

A few samples of documents are given below:—

*Ac.R.No**	*Nature*	*Synopsis*
1. 1-*Rajab* 1132 *H.* / 1720 A.D.	Copy of *sanad*	A piece of land and a daily allowance of *annas* eight granted from *Tankli Pargana* (*Taluq*), *Suba* of Berar.
2. 702–18 *Rabi-ul-akhir* 1258 H. / 1842 A.D.	Copy of *sanad*	*Jagir* and *Inam* granted from Kavel District, Berar *Suba* to Munno Pershad.
3. 443–24th *Safar* 1202 H / 1787 A.D.	Copy of *sanad*	Appointment of Rai Bala Pershad to the post of *Waqa-i-Nigar* in Murtuza Nagar District, Hyderabad State.
4. 869–25th *Jamadal-akhir* 1222 H. / 1807 A.D.	Copy of *sanad* ..	Daily allowance of Twelve *annas* from the provision of Customs' Income of Hyderabad *Subah*, granted to Lachmipati, an Ayurvedic Hakim.

	Reference media		*No. of papers*	*Date*
1.	*Awarja*	..	4,725	1763–1812
2.	Statement of *Jagirdars*	..	1,680	1849 onwards
3.	*Ahkam-i-Tankhwahdaran*	..	1,375	1802–1856
4.	*Siyaha Tankhwahdaran*	..	2,100	1839–1845
5.	*Qabzul-Wasul* of *Tankhwahdaran*	..	2,830	1779–1802
6.	Pay bills of the *Tankhwahdaran*	..	2,300	1782–1838
7.	Documents of receipts and payments to *Tankhwahdaran.*		5,130	1783–1840
8.	Files of proceedings	..	500	1899–1931

* Ac.R.No.—Accession Register number of the State Archives.

Lists and catalogues

There are ten registers containing entries of *sanads* and *ahkams* covering the period 1716-1858 and thirty-four registers of files of proceedings covering the period 1899 to 1951. There are no records to be transferred.

6. Daftar-i-Bakshigiri

Origin and History

The records of the *Daftar-i-Bakshigiri* which was a hereditary office connected with military administration under Raja Shiv Raj Bahadur was, on his death in 1925, transferred to the *Daftar-i-Nazim-i-Jamiat* (Irregular Army Department). Later in 1939 it was amalgamated with the *Daftar-i-Diwani* of Hyderabad State (now the State Archives of Andhra Pradesh).

Bakshi was a military post which existed in the Mughal period. When Mir Qamaruddin Chin Qilich Khan Nizam-ul-Mulk, as Asaf Jah I (1724-1748), established his position as an independent ruler in the Deccan, he adopted for his State the administrative pattern, civil and military, of the Mughal Empire's regional (*Subah*) administration. To the *subah* pattern certain features of the Mughal Central Government were added, now that the Nizam-ul-Mulk was an independent entity. The Nizam-ul-Mulk, Asaf Jah I divided the military administration of the State into *sarishtas** and every *sarishta* functioned under a *Sarishtadar*. The control of payment to the troops under the *sarishtas* vested in the hands of officers known as *Bakhshis* (Paymasters). The records of the office under examination relate to one such *sarishta*. The records of other *Sarishtas* are found under *Nazim-i-Jamiat*. The *Sarishtadars* of this office held under them a *sarishta* consisting of several *bakhshis*. In due time, the entire organization became popularly known as *Bakshigiri*. The records of this *daftar* are of great value to historians who wish to study the military history of mediaeval Deccan.

Types of papers

The *Daftar* contains petitions, descriptive rolls and casualty lists of men and horses, diaries of daily orders, and other papers issued in connection with the administration of the army. The papers of the *Daftar-i-Bakshigiri* are in Persian and Urdu.

**Sarishta*—Local area.

Detailed particulars

Sl.No.	Class of papers		Quantity	Chronological limits
(1)	(2)		(3)	(4)
1.	*Iltimas* [1] and *Arzi*	..	1,25,869	1785–1929
2.	*Suwal*	..	2,110	1791–1929
3.	*Ahkam*	..	7,450	1776–1929
4.	*Jama Wasul Baqi* [2]	..	1,600	1785–1929
5.	*Saqtinama* [3]	..	18,370	1795–1929
6.	*Fautinama* [4]	..	18,774	1795–1929
7.	*Kaifiyat*	..	2,680	1760–1929
8.	*Kaifiyat-i-Mansabdaran*	..	2,800	1760–1929
9.	*Kaifiyat-i-Jamadaran*	..	2,534	1760–1929
10.	*Yad-dasht* (Memorandum)	..	4,000	1760–1929
11.	*Fehrist-i-Sawaran*	..	2,754	1756–1929
12.	*Siyahas*	..	37,642	1756–1929
13.	*Barawardat* [5]	..	1,27,300	1894–1931
14.	*Arz-wa-Chehra* [6]	..	37,145	1894–1931
15.	*Qabz-Rasid* [7]	..	18,069	1797–1899
16.	*Amsala-i-Minhai* [8]	..	4,90,100	1795–1929
17.	Files of Proceedings	..	9,856	1756–1929

N.B: 1. *Iltimas:* Petition.
2. *Jama Wasul Baqi:* Statements of Revenue Estimates.
3. *Saqtinama:* Casualty list of horses.
4. *Fautinama:* Casualty list of human beings.
5. *Barawardat:* Pay bills.
6. *Arz-wa-Chehra:* Descriptive rolls of men and animals in the army.
7. *Qabz-Rasid:* Receipts of payments.
8. *Amsala-i-Minhai:* Files regarding deductions made in the salary bills.

Subject content and sampling

The records deals with the military administration of the army of Hyderabad.

A few samples of the documents are given below:—

(1) *Kaifiyat-i-Baraward-i-Tankhwah* of Rajeshwardas from 26th November, 1840 to 12th February, 1842 as follows:

Monthly Rs. 40 for fifteen months, Rs. 600.

(2) *Siyaha* for the month of July 1870, relating to the horse of Balaram, son of Ramji, horseman, Government servant belonging to Barq Jung's unit, *Sarishta-i-Shivaji,* son of Raja Inderjit. The *Siyaha* records that the said horse died a natural death on 27th May, 1870. The horse was sun-coloured, bearing a blaze on its forehead. Balaram was getting Rs. 45 monthly for the expenses of the horse.

(3) *Arz-wa-Chehra* (of Muhammad Bachal's unit).

It states that Farid, son of Mohiuddin, died on 27th May, 1870 and in his place Bahar Shah, son of Hyderabad Shah Sindhi, inhabitant of Sindh, was appointed. His appearance and identification marks are detailed as follows:—

Brown colour, broad forehead, wide eye-brows, sheep's eyes, black moustache and beard, a blue scar under the lobe of one ear, a mole on the right cheek, and small-pox marks on the face, of average height, aged 35 years.

Reference media

No contemporary reference media are available.

There are, however, 2,200 registers covering the period 1765-1929. No records await transfer. The records are in Persian and Urdu.

7. SADARAT-UL-ALIYA

Origin and History

The records of *Sadarat-ul-Aliya* which functioned as an office of religious endowments and religious affairs were transferred to *Daftar-i-Diwani-wa-Mal* (now the State Archives) in 1950. The Asaf Jahi rulers, the Nizams of Hyderabad inherited many features of State administration from the Mughal Emperors. One of these was to bestow grants of *jagirs,* and *inam* or cash payments for the preservation and upkeep of mosques, *wakfs,* temples and other ecclesiastical institutions and religious trusts. The officer who supervised these functions was called *Sadr-us-Sudur*. It was in the reign of Asaf Jah I (1724-1748) that the office of *Sadr-us-Sudur* or *Sadarat-ul-Aliya* was established.

In addition to the functions mentioned above, the *Sadr-us-Sudur* was also assigned the duties of arrangement of Haj pilgrimage, checking of weights and measures, fixation of grain rates (due to this the

Sadr-us-Sudur was better known among the masses by the title of *Nirkhi* and settlement of all kinds of disputes until an independent judiciary and the Judicial Department was established in the Nizam's Dominions.

The Department of *Sadarat-ul-Aliya* made the appointments and controlled the Muslim religious functionaries, *e.g.*, the *Qazis*[1], the *Muftis*[2] and the *Muhtasibs*[3]. The system continued up to the death of Sir Salar Jung I (1853-1883). The Department of *Sadarat-ul-Aliya* functioned for some time under the Revenue Secretary of the Government and for some time under the Secretary of the Miscellaneous Department attached to a *Moin-ul-Maham* (Departmental Minister). The authorities felt strongly the need for separating the administrative functions of the *Sadarat-ul-Aliya* from the religious and ecclesiastical activities. But this could not be done during the life time of Nawab Turab Ali Khan, Sir Salar Jung I. His son, Mir Laiq Ali Khan, Salar Jung II, abolished the post of the *Sadr-us-Sudur* in 1294 Fasli (1884 A.D.) and placed all the religious matters under the control of a Government Secretary. The Department was designated with the changed title of *Mahkama-i-Umoor-i-Mazhabi* (the Ecclesiastical Department).

From 1294 Fasli to 1296 Fasli this department functioned as a Directorate under the Secretary to Government in charge of the Miscellaneous Department. The Miscellaneous Department was abolished in 1295 Fasli (1885) and merged with the Ecclesiastical Department under the new designation of "Office of the Directorate of the Religious Affairs, Ecclesiastical Secretariat" on 23rd Ramazan, 1304 A.H. (15th June, 1887). In 1302 Fasli the Office of the Religious (Ecclesiastical) Department of the Hyderabad Government Secretariat was merged with the Judicial and Public Affairs Department of the Secretariat. In 1304 Fasli (1894), the Ecclesiastical Department was separated from the Secretariat of the Judicial and Public Affairs Departments and as before one office of the Directorate and the Secretariat was formed. But later on, in 1310 Fasli it was again placed under the Secretary of the Judicial and Public Affairs

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1. *Qazi* : A Muhammadan Judge, an officer who administered both civil and criminal law chiefly in towns according to the principles of *Al Quran* His other duties were the preparation and attestation of deeds of conveyance and other legal instruments, general supervision of performance of religious functions, marriage ceremonies, funerals and a safeguarding the interest of helpless persons and the properties of orphans.

2. *Mufti* : His duty was to expound the law which the *Qazi* was to apply. When ever a case was referred to him of inheritance or of judicial or religious nature, he gave a "*Fatwa*" (A finding or judgement). They were expected to be learned, scholarly and God fearing men of high religious principles, honesty and integrity. They were erudite jurists in Islamic law.

3. *Muhtasib* : The *Muhtasib* was the censor of public conduct and morals and held an important position. His duty was to enforce right and forbid wrong. He had to keep watch over vagabonds and prevent gambling and drinking, and regulate the sale of intoxicating drugs and liquors. He had to examine and fix the rates of grain, check the weights and measures, and maintain a diary of market rates and submit it to his superior under his own seal.

Departments. The Nizam, Nawab Mir Osman Ali Khan Asaf Jah VII declared *Sadarat-ul-Aliya* as a separate department under a separate *Moinul-Maham* (Minister.) The Minister also acted as the *Sadr-us-Sudur* of the Ecclesiastical Department. During the reorganization of the Cabinet Council, the designation of *Moinul-Maham* was changed to that of *Sadrul-Maham.*

Types of papers

The *Daftar* contains files regarding grant of *sanads* to the *qazis, fatwas* (decrees) issued by the *Muftis* (Ecclesiastical Officers) in regard to the queries posed to them on religious matters and also certificates recording marriages performed. *Sanads* are written in Persian, while the *fatwas* (decrees) and files of proceedings are in Urdu.

Detailed particulars

Sl.No.	*Class of papers*	*Quantity*	*Chronological Limits*
1.	*Sanads* ..	6,460	1172 H.–1305 H. / 1758–1888 A.D.
2.	*Fatwas* (Decrees) ..	3,852	1346 F.–1359 F. / 1936–1949 A.D.
3.	*Siyahas* (Marriage certificates)	16,46,000	1185 H.–1380 H. / 1771–1961 A.D.
4.	Files of proceedings ..	18,176	1324 F.–1359 F. / 1914 – 1949 A.D.

Subject content and sampling

The files and other papers of this *daftar* contain the proceedings regarding religious grants, appointments of *qazis,* and other matters relating to religious affairs of Muslim personal law. Examples are given below:—

1. *Sanad*—A *Sanad,* dated 21st August, 1851 issued under the seal of *Sadr-us-Sudur* (head of the Ecclesiastical Department) in favour of one Mohd. Sharifuddin appointing him as *Qazi* of *Ashti Pargana,* Bhir district, empowering him to perform all the religious functions and to decide criminal and civil cases and to safeguard the rights and property of the inhabitants, *etc.* He was granted 80 *bighas* of land, free of assessment and four annas daily and Rs. fifty per annum and a robe of honour.

2. *Fatwa*—One Chunnu Nawab died in 1350 Fasli (1940) leaving behind him two cousins, one son of a cousin and his father's cousin

besides three servants. A query was made as to how the distribution of the estate of the deceased was to be done. The decree was pronounced that the expenses of funeral should form the first charge on the property of the deceased. The other liabilities should be discharged in the following orders, *viz.*, (1) debts repayable by the deceased, (2) payment according to will left by the deceased, and then one-third of the remaining residue may be divided equally among his cousins. It was decided that the deceased's father's cousin and servants shall have no share whatsoever in the property.

3. *Siyaha*—A marriage certificate dated 25th Rabi-ul-akhir, 1175 Hijra (1761 A.D.). Muhammad Hussain and Zohra Bibi were married in the presence of two witnesses, Ahmed Baig and Afzal Baig and a *vakil**, Ramzan Baig. The amount of *Maher*† was Rs. 125 as detailed below: One-third *Mahr-i-Moajjal*‡, two-thirds *Mahr-i-Mawajjal*§. The marriage took place at Shah Ali Banda, near the Charminar.

Reference media

There are no contemporary indexes of these records. There are no reference media. The following registers are in existence:—

(1) Registers of *Sanads*	3	1758-1888
(2) File registers ..	18	1915-1949

No records are awaiting transfer. The language of the records are mainly Urdu and also Persian.

8. Daftar-i-Mawahir

Origin and History

In 1925, after the death of Raja Shiv Raj Bahadur, *Daftar-i-Mal* was transferred to *Daftar-i-Diwani* (which was later designated Central Record Office in 1950). The records of *Daftar-i-Mawahir* came along with the *Daftar-i-Mal*.

The use of metal seals has been in vogue in India from very ancient times. The Mughal Emperors used them and so did the Asaf Jahi rulers of Hyderabad. There were two kinds of seals, those made of silver, and those of brass. The kings used silver seals and the nobility and the officers used brass seals. The seals of kings were of two kinds, one was larger and round and the other smaller and oblong. They were kept in small boxes in charge of a trusted officer and were used as and

* *Vakil*—legal counsel.

† *Maher*— consideration for marriage to be necessarily given by the husband to his wife.

‡ *Mahr-i-Moajjal*: prompt dower, – *i.e.*, consideration to be paid by the husband to his wife at the time of the *Nikah* (the formal marriage ceremony in which the husband married the wife in the presence of the *Qazi* and the *Vakil*.)

† *Mahr-i-Mawajjal*: – deferred dower, *i.e.*, consideration to be paid by the husband to his wife on demand, or at any time during her married life

(The above footnotes are based on the work *Risala Taqlees Zar-e-Maher* published by *Sadarat-ul-Aliya* (*Sarkar-e-Alyee*) Government of Hyderabad, 1357 Hijra.)

when necessary to imprint their impressions on important documents such as *farmans,* orders and personal correspondence. The impressions were taken in ink. They served the purpose of signature without which the papers were not considered authentic or legally binding. This *daftar* also designed coats of arms (heraldry), official badges, epaulettes, buttons of police and military uniforms, *etc.*

In Hyderabad, a separate department, designated *Daftar-i-Mawahir* was established in the time of the Nizam-ul-Mulk Asaf Jah I (1724-1748) and was held by the ancestors of Raja Shiv Raj Bahadur, who were also the custodians of *Daftar-i-Mal.* Raja Shiv Raj Bahadur was the last custodian of these records. On the accession to the throne of a new ruler, or conferment of a title on a nobleman or establishment of a new office or any requisition by the nobles or officers, *Daftar-i-Mawahir* used to prepare designs of seals, and on approval of the designs the seals were prepared accordingly. In 1857, on the orders of the Government, the precursor of the Central Record Office which had succeeded to these functions, ceased to execute the designs of seals and badges.

Types of papers

The papers of this *Daftar* consist of designs, impressions of seals and of badges. There are also *Parwanas* (orders for engraving seals) and files of proceedings, which are of prime importance for sigillographical studies and research.*

There are also several metallic badges and seals.

As far as the language of the records of the *Daftar-i-Mahawir* is concerned, *Parwanas* are in Persian, and the other papers and files are in Urdu.

Detailed particulars

Sl.No.	*Type of material*	*Quantity*	*Chronological limits*
1.	Seals (Metal) ..	10	..
2.	Badges (Metal) ..	20	..
3.	Impressions of seals on papers ..	6,041	..
4.	Impressions of badges on papers ..	..	1901–1956
5.	*Parwanas* (Order for engraving seals) ..	23	1767–1905
6.	Files of proceedings ..	5,690	1901–1956

* During the present author's tenure as Director of State Archives, action has been initiated to start studies and research in sigillography, which has assumed importance of late, since the formation of the Sigillography Committee of the International Council on Archives. Cataloguing and indexing of the records, seals and artefacts of the *Daftar-i-Mawahir* dating from 1767 to 1925 have been taken up from August 1979.

Subject content and sampling

The papers of this *Daftar* include the proceedings and execution of orders for preparation of designs of seals and badges for all Government Officers and for other persons who wanted their seals to be engraved.

Orders were issued on 8th Shawwal, 1245 H. (1830) to the engravers informing them that the titles of "*Hussan-ud-Daula,* Mir Ghulam Hussain *Khan Bahadur, Safdar-Jung*" were conferred on Mir Ghulam Hussain, and directing them to prepare his seal accordingly.

(2) The engraving on the seal of Asaf Jah I is as follows:—

"*Nizam-ul-Mulk, Asaf Jah Bahadur, Fateh Jung, Sipah-Salar,* Fidvi†, Muhammad Shah Bahadur, Sulaiman Iqtedar‡*".

Reference media

(*a*) There is no contemporary index file, list or register for the early period.

(*b*) The following are the extant papers of this *Daftar*:—

1.	Files	5,690	1901–1956
2.	Files' registers	47	1901–1956
3.	Impression registers	34	1901–1956

9. Daftar-i-Qanungoi

Daftar-i-Qanungoi was transferred in 1940 to *Daftar-i-Diwani-wa-Mal* now called the State Archives.

Origin and History

The *Daftar* derived its name after the designation—*Qanungo*—which was given to the officer holding its charge. Literally, *Qanungo* means one who knows law or one who is the expounder of laws, but in official terminology it indicated a revenue officer who maintained a record of all the landed properties under his jurisdiction and of the income realizable therefrom. He also kept registers of their values, tenures, the extent of lands and their transfers. He assisted in their measurements and surveys.

**Sipah Salar*: Commander-in-Chief (of the Mughal army in Central India and the Deccan).

†*Fidvi* : Literally, servant; but used here as a term of humility—"your humble servant" (like the Collectors in British times ending their letters with the words "I beg to remain, Sir, your most obedient servant")

‡*Sulaiman Iqtedar*– As mighty as Solomon.

The *Daftar* was formed in the time of Asaf Jah I (1724-1748). The exact year of its establishment is not known and its records till 1221 Hijra (1806) are not available. It has, however, been established that there had been two offices of *Qanungo*—one for the *Subah* of Hyderabad, held by Raja Srinivasa Rao and the other for the *Subah* of Bidar, held by Raja Shankar Rao.

In 1807, Raja Ujagarchand of the family which held *Daftar-i-Mal* became the *Qanungo* of the *Subah* of Hyderabad in place of Raja Srinivasa Rao. Some time later Raja Ujagarchand's brother, Raja Ram Pershad Lala Bahadur succeeded to the office of the *Qanungo* of Bidar in lieu of Raja Shankar Rao. Both the offices of the *Qanungo* then passed into the custody of the members of the same family.

Under the scheme of the administrative reorganization carried out by Sir Salar Jung (1853), a department was formed in 1879 for the settlement of boundary disputes and the functions of *Daftar-i-Qanungoi* were thereafter restricted to the attestation and production of the records. The *Daftar-i-Qanungoi* continued to remain in the custody of the family of Raja Ujagarchand Rai Bahadur with restricted functions as stated above till 1940.

This *Daftar* contains files regarding decisions made in referred cases of land and boundary disputes, and also sale deeds and title deeds presented to it for registration and preservation. Persian is the language of the records. There are also some Telugu documents, translated from Persian. There are some papers in Urdu also.

Detailed particulars

Files contain the following papers:—

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
1.	Copies of *Sanads*	1,316 files comprising 9,270 papers	1807 A.D. to 1929 A.D.
2.	Copies of *Ahkam*		
3.	Copies of *Qabalajat*[1]		
4.	Copies of *Bainamajat*[2]		
5.	Copies of *Chakbandi*[3]		
6.	Copies of *Razinamajat*[4]		

1. *Qabalajat:* A title-deed.
2. *Bainamajat:* A sale-deed.
3. *Chakbandi:* Survey-plan.
4. *Razinamajat:* A deed of agreement.

Subject content and sampling

When disputes arose over the boundaries of land and villages, cases were referred to the *Qanungo* who settled the disputes by determining the boundaries after survey of the land on the basis of *sanads* and *ahkams*, title-deeds and sale deeds pertaining to the grant of land and villages, and their purchase and sale.

Sl.No.	*Ac.R.No.*	*Nature*	*Synopsis*
1.	227 of 1283 H. / 1866 A.D.	1. *Hukum*[1] of Nawab Mukhtarul-Mulk Bahadur Salar Jung I, Dated 2, Rabiul-akhir 1283 H. / 14th August, 1866 A.D. 2. *Faisalnama*[2] made by Ratnam Pandit, *Gumashta Qanungo* and Venkat Lakshma Reddy, *Deshmukh* of *Pargana-i-Narkhora.* Dated 10th Rabiul-akhir 1283 H. / 22nd August, 1866 A.D. 3. Map showing the boundaries fixed between the land *Kharij Jama* and the *Maqta.*	The *Gumashta* of *Daftar-i-Qanungoi* is ordered to proceed to the site of the *Maqta* of Narahari Pershad and *Kharij Jama* of Raza Ali Bakshi and settle the dispute.
2.	240 of 1283 H. 1866 A.D. (Bundle No. 19)	*Qabala* executed by Mohd. Abdul Haq S/o Maulvi Mohd. Inayat Ali. Dated Jamadal-awwal 1282 H. / 1865 A.D.	Sale of land situated at *Petah* Mustafapur, Gaddi Malkapur, *Sarkar* Mohd. Nagar, *Suba* Hyderabad to Mohd. Saleh Khan Bahadur Barq Jang, S/o Shamshir-ud-Daula for Rs. 5,323 (*Hali sicca* currency).

1. *Hukum:* Order.
2. *Faisalnama:* Decision, Judgement.

Reference media, lists and catalogues

There are no contemporary reference media. There is only one register of proceedings of files and four registers of miscellaneous papers. No records await transfer.

10. Daftar-i-Dar-ul-Insha

Origin, History and Background

Dar-ul-Insha was the *Peshi* (personal) office of the second Nizam, Mir Nizam Ali Khan (1762-1803) and his successor. In 1938 a part of the office which dealt with *sanads* bestowing *jagirs, inams* and other grants, was transferred to *Daftar-i-Diwani* (the present State Archives) and the remaining part, *i.e.,* political correspondence to the Political Secretariat. The latter part of the *Daftar-i-Dar-ul-Insha* was also transferred to the Hyderabad State Central Record Office (the present Andhra Pradesh State Archives) in 1949.

Dar-ul-Insha is one of the oldest *daftars* of the Asaf Jahi regime. A similar office had existed at the Mughal Court as a highly organized *Peshi* office. The Provincial Governments of the Mughals followed more or less the same procedure. Asaf Jah I, as a *subahdar* or Viceroy of the Mughal Emperor in the Deccan at Malwa copied the same administrative system during his viceroyalty in different provinces.

While in Malwa, he entrusted the office of *Dar-ul-Insha* to Ram Singh. Petitions drafted by him during the period are found in the manuscript entitled "*Gulshan-i-Ajaib*", which is preserved in the Andhra Pradesh State Archives Library. Later when he became the Viceroy of the Deccan, Mir Mosvi Khan Jurat held this office and the collection of his drafts is known "*Manshat-i-Jurat*". This manuscript also exists in original in the State Archives Library. This *Daftar* received approved drafts of *sanads* and *ahkams* from *Daftar-i-Diwani-wa-Mal,* and prepared their copies which were submitted to the Ruler for his endorsement and signature.

Not many records of the independent rule of the Nizam-ul-Mulk Asaf Jah I exist in this office, besides some papers and exception of the above two manuscripts. Later records beginning from the reign of Nizam Ali Khan (1762-1803) down to the time of Nawab Sir Mir Osman Ali Khan Nizam VII (1911-1948) are available. The *Dar-ul-Insha* performed the business of despatching petitions to the Court of the later Mughals from Hyderabad. Though the Asaf Jahi rulers virtually wielded sovereign power and were independent of the Mughals, they continued to pay nominal allegiance to the later Mughal Emperors of Delhi and recognized their over-lordship until the year 1858.

Apart from diplomatic correspondence with contemporary Indian Princes, the Government of the Nizam of Hyderabad on the establishment of political ties with the East India Company, dealt with matters connected with Treaties and Agreements through this *daftar*. The *Daftar* continued to perform the above functions till 1858 when India came under the direct control of the British Crown after the First War of Indian Independence (1857).

It was then that a radical change came over the political outlook of India. British suzerainty guaranteed protection to the Indian States

and the princelings ruling over them. Since the cause for the political ties with the East India Company ceased and direct diplomatic relations among the Indian Princes stopped, the functions of the *Daftar-i-Dar-ul-Insha* were considerably restricted and receded into the background.

In course of time the *daftar* assumed a different significance and was transformed into the State Political Department and all the correspondence exchanged between the British Government on the one hand and the Hyderabad State on the other passed through it. A considerable bulk of *kharitas** under the seal of the Governors-General of India and the Viceroys of India are preserved in this *daftar*. The British Resident at the Court of the Nizam of Hyderabad presented his credentials of appointment to the Nizam in the 'Kharita Durbar', which used to be held by the Nizam on such occasions. The *Mir Munshi* of this *daftar* had always been appointed from the family of Itisam-ul-Mulk. The last incumbent, Sulaiman Ali Khan was a descendant of the aforesaid dignitary.

Types of papers

The papers of this *daftar* consist of original drafts of all *sanads* and *ahkams* issued through its *kharitas* and other political correspondence. The records of this *daftar* are in Persian. There are also some Urdu papers.

Detailed particulars

Sl.No.	*Class*	*Quantity*	*Chronological limits*
1.	*Sanads* of the period of Nawab Nizam Ali Khan (1762-1803)	28	1771–1792
2.	*Sanads* of the period of Nawab Sikandar Jah (1803-1829) ..	11	1810–1823
3.	*Sanads* of the period of Nawab Nasir-ud-Daula (1829-1857)	134	1829–1853
4.	*Sanads* of the period of Nawab Sir Afzal-ud-Daula (1857-1869)	29	1857–1869
5.	*Sanads* of the period of Nawab Sir Mir Mahboob Ali Khan (1869-1911)	43	1859–1883
6.	*Sanads* of the period of Nawab Sir Mir Osman Ali Khan (1911-1948)	29	1914–1928
7.	*Yaddasht Amal-i-Sardeshmukhi*** ..	12 sheets	undated
8.	Miscellaneous *Sanads* ..	2 sheets	"
9.	*Kharitas* ..	161	1785–1919
10.	*Ahkams* and *Farmans* of the Asaf Jahi Rulers, and Mughal Emperors, and daily news bulletins of Delhi, other *Akhbars etc.*	*Bastas* 7 (cloth bundles) 3 carton boxes‡	Dates not yet examined or determined. Work is in progress.

* *Kharita:* A letter passing between two high personalities; also letter of credentials of appointment. (Diplomacy).

** *Yaddasht Amal-i-Sardeshmukhi:* Memorandum of the tenure of *Sardeshmukhi*

‡ In Archival Science, a Carton box is an archival receptacle storing up to 70 sheets.

The papers of the *daftar* cover the reign of six Nizams from Mir Nizam Ali Khan to Mir Osman Ali Khan over a span from 1763 to 1928.

Subject content and sampling

The *Daftar* contains original drafts of *sanads* and *ahkams* of grants and *kharitas,* and diplomatic correspondence with the East India Company and the Viceroys.

Sl. No.	*A.R.No.*	*Nature*	*Synopsis*	*Remarks*
1.	7881	Original draft letter of Nizam Ali Khan dated 4th April, 1780	Acknowledging the receipt of a letter from the Fort William (Calcutta) Government. Mir Nizam Ali Khan, appreciates its action in appointing John Holland as Resident at Hyderabad.*	There is a symbol which denotes that the Nizam has seen and approved the draft. This is a noteworthy point.
2.	7897	Original letter dated 10th July, 1784.	Warren Hastings introduces Mr. Johnson‡ the Nizam after his appointment as the Resident at Hyderabad.	This letter bears the signature of Warren Hastings, the H.E.I.C.'s Governor-General of Fort William of Bengal.
3.	7901	Copy of *Enayat Nama* letter dated 30th December, 1784.	The Nizam expresses his pleasure that Warren Hastings has been invested with full powers by the Court of Directors of the East India Company to discharge his duty independently. The Nizam expects that the Governor-General will always be realistic and never sacrifice a truth at the altar of self-interest.	

* John Holland was the first British Resident in Hyderabad from 1779 to 1780.

‡ R. Johnson was the Resident from 1784 to 1787.

Reference media

(*a*) Contemporary Records:

1.	*Kaifiyat-i-Jagirdaran,-wa-Inamdaran* (The dates of the papers are not indicated)	..	218 sheets
2.	*Kaifiyat-i-Mahalat-i-Jagirdaran* (The dates of the papers are not indicated).	..	91 sheets

(*b*) Lists & Catalogues:—

1.	Register of *Sanads, etc.*, covering the period 1154 to 1332 Hijra.		6 sheets
2.	Register of Files of proceedings covering the period 1347 to 1360 Hijra.	..	2 registers
3.	Movement registers.	..	several.

No more records await transfer. The records of this *daftar* are very important to the historian. The present writer has been going in detail into these records and to date many of these archival items.

11. Daftar-i-Peshkari

Origin and History

Daftar-i-Peshkari was merged with the *Daftar-i-Diwani-wa-Mal* (now the Andhra Pradesh State Archives) in 1942 after the death of Maharaja Sir Kishen Pershad Bahadur, who was the last *Peshkar*.

In 1806 Maharaja Chandulal, a high ranking nobleman of the State who held the post of Chief Customs Officer became the *Peshkar*, a sort of deputy to the *Diwan* (Prime Minister). Chandulal's personal office which had comprised of personnel for attending to the correspondence of the Prime Minister continued, and he used to transact the official correspondence, and obtained the popular name of *Peshkari* after the designation of the office he held. Although not originally a hereditary post, it was held by the family of Chandulal throughout the history of this post.

Mir Alam was *Diwan* of Hyderabad from 1804 to 1808. Munir-ul-Mulk succeeded him. During the period of office of Munir-ul-Mulk, the *Peshkar* with the support of the British Resident exercised equal powers with the *Diwan*. On the death of Munir-ul-Mulk in 1832, Chandulal exercised full powers as *Diwan*-cum-*Peshkar*. *Daftar-i-Peshkari* thus functioned well during the term of the *Peshkari* of Maharaja Chandulal Bahadur (1806-1843) who was one of the founders of good administrative traditions in the modern period of the history of Hyderabad State. Chandulal was known in his times as a good civil servant, diplomat and statesman. The *Peshkari* was the post he held

with distinction throughout his term of office. His services were handsomely recognized by the Nizam.

On the resignation of Maharaja Chandulal Bahadur in 1843, Raja Ram Baksh succeeded to the office, and continued to hold it till 1846 when he resigned. Thereafter, other noblemen, Nawab Siraj-ul-Mulk (1846-1848), and Shams-ul-Umara (1848-1849) rose successively to the high office of *Madar-ul-Maham,* or *Diwan* (Prime Minister) and the office of the *Daftar-i-Peshkari* lay dormant.

In 1849 Raja Ram Baksh became *Peshkar* for the second time and the *Daftar-i-Peshkari* rose from its inactivity and functioned effectively for a period of about two years due to the absence of a Prime Minister. In 1850, Raja Ram Baksh again laid down his office and thereafter the *Daftar* ceased to exercise its executive functions for good, and confined itself only to attesting and verifying the *sanads* and *ahkams* issued by Maharaja Chandulal Bahadur and Raja Ram Baksh.

The last three years (1840-1843) of the *peshkari* of Maharaja Chandulal and the last two years of the office of Raja Ram Baksh (1849-1850) are treated as "Period of cancellation" in so far as the *sanads* or *ahkams* are concerned. On account of the irregularities practised in this period, the *sanads* or *ahkams* issued in this period were declared void under the orders of Salar Jung I. All these orders and *sanads* are deemed to have been void. This again was the result of the unscrupulous doings of certain hangers-on and other corrupt elements. Contemporaneous sources do not cast any slur on account of the voiding of these *sanads* on the administrative capabilities of Chandulal.

The office of the *Peshkar* was conferred on Raja Naraindar Bahadur in 1853. He was the grandson of Maharaja Chandulal Bahadur who had combined in himself the powers of a *Madar-ul-Maham* and *Peshkar.*

At this period however, Sir Salar Jung I (1853-1883) was the *Madar-ul-Maham.* There was thus a division of powers between the two. The personal influence of Sir Salar Jung I and the importance of his high office relegated Raja Naraindar Bahadur to an understandably lower position. He was assigned a minor miscellaneous portfolio and military transactions of an unimportant nature. He did not, therefore, issue any *sanads* or *ahkams* relating to grants of *jagir* or *inam.*

Maharaja Sir Kishen Pershad Bahadur succeeded Naraindar Bahadur in 1884. His powers as *Peshkar* were as much restricted as those of his predecessor. He could not issue *sanads* or *ahkams.* He held the office of Prime Minister from 1901 to 1912 and President of the Executive Council from 1926 to 1937. On his death in 1940, the office of *Peshkar* was abolished. The Government took over the *daftar* from the family of the deceased in 1942 and amalgamated it with *Daftar-i-Diwani-wa-Mal* (now the State Archives of Andhra Pradesh located at Tarnaka, Hyderabad).

Types of papers

The *Daftar-i-Peshkari* possesses original drafts of all the *sanads, ahkams* and *qaulnamajat* issued through it during the *peshkari* of Maharaja Chandulal and Raja Ram Baksh with the endorsements of the two *Rajas*. There are old files of proceedings of *inam* enquiries and registers of *sanads* and *ahkams*. There are also papers of various types relating to the family of Chandulal.

The records of this *daftar* are in Persian.

Detailed particulars

The table given hereunder gives the classification, quantity and chronological limit of each class of records:—

Sl.No.	Class	Quantity	Chronological limits
1.	Draft *Sanads* of Maharaja Chandulal	950	1798–1844 A.D. / 1213–1260 Hijra
2.	Draft *Ahkam*	4,284	1799–1844 A.D. / 1214–1260 Hijra
3.	*Qaulnamajat*	314	1798–1843 A.D. / 1213–1259 Hijra
4.	*Takid*,[1] *Hukum Shud*[2] and *Wajib-ul-Arz*[3]	18	1821–1836 A.D. / 1237–1252 Hijra
5.	Draft *Sanad* of Raja Ram Baksh	114	1835–1849 A.D. / 1251–1266 Hijra
6.	Draft *Ahkam*	12,914	1839–1949 A.D. / 1255–1266 Hijra
7.	Draft *Takid*	1,493	1843–1849 A.D. / 1259–1266 Hijra
8.	Draft *Qaulnamajat*	248	1824–1849 A.D. / 1240–1266 Hijra
9.	Miscellaneous papers and documents of various types and years.	17,000	1798–1849 A.D. / 1213–1266 Hijra
10.	Old files of proceedings relating to *Inams*	15,000	1868–1941 A.D. / 1285–1360 Hijra

1. *Takid:* A peremptory order.
2. *Hukum-shud:* A communication conveying verbal orders of the ruler.
3. *Wajib-ul-Arz:* "Worthy of submission", here technically a petition containing more than one request.

Subject content and sampling

Most of the papers held in the custody of the *daftar* are original drafts and orders bearing the endorsements of Maharaja Chandulal Bahadur and Raja Ram Baksh and deal with the award of *jagir, inam, autan* and other categories of grants.

Sl.No.	A.R.No.	Nature	Synopsis	Remarks
1.	1 of 1354 Hijra / 1935 A.D.	Draft *Sanad*	Renewal of the grant of seven and half villages in Narkhora *Pargana, Subah* Hyderabad, in the name of Shams-ul-Umara Bahadur.	Endorsed "Issue" in the handwriting of Maharaja Chandulal.
2.	1 of 1231 H. / 1815 A.D.	*Ahkam*	Restoration of trusteeship of the *Dargah* of Hazrat Ganj-i-Rawan, Aurangabad, to Mohd. Jala from Shamsuddin.	Endorsement of Maharaja Chandulal: "Issue".
3.	1 of 1261 H. / 1845 A.D.	*Sanad*	Relief of Gian Chand by Ghansi Khan as Collector of Nalgonda District.	Endorsement of Raja Ram Baksh: "Issue".

Reference media

The awards are confirmed by a reference to the registers, *sanads* and *ahkams*.

The following registers are available:

1.	Registers of files of proceedings	88	1868–1941 A.D. / 1285–1360 Hijra
2.	Registers of *sanad* and *ahkam*	15	1798–1849 A.D. / 1213–1266 Hijra

12. Daftar-i-Mulki

Origin and History

In 1928 a portion of the records of the *Daftar-i-Mulki* dealing with *jagir* and *inam*, was transferred to the *Daftar-i-Diwani-wa-Mal* (now

the Andhra Pradesh State Archives). These records are still being utilised for the verification of *sanads.*

Daftar-i-Mulki was established in 1846, during the first term of Premiership of Nawab Siraj-ul-Mulk and the *daftar* served the purpose of a liaison office between the Government Departments and the Prime Minister's Office between 1848 and 1914. This *daftar's* records and archives are of very great importance as they contain records of files and papers endorsed personally by the Premiers of the Nizam's Dominions in their own handwriting.

Just as *Dar-ul-Insha* was the *Peshi* office of the Asaf Jahi Rulers and the *peshkari daftar* was the *Peshi* office of Maharaja Chandulal and Raja Ram Baksh, the hereditary *Peshkars,* during the periods when they wielded the authority of the Prime Minister *de facto,* in the same manner *Daftar-i-Mulki* served as the *Peshi Daftar* of the Prime Ministers of Hyderabad State listed below:—

(1) Nawab Siraj-ul-Mulk Bahadur	1846–1848 1851–1853
(2) Nawab Sir Salar Jung I	1853–1883
(3) Nawab Sir Salar Jung II	1884–1887
(4) Nawab Sir Asman Jah	1888–1894
(5) Nawab Sir Vicar-ul-Umara..	1894–1900
(6) Maharaja Sir Kishen Pershad Bahadur.. ..	1900–1912
(7) Nawab Salar Jung III	1912–1914

The *Daftar-i-Mulki* was directly under the charge of the Prime Minister and it transacted State business of all kinds. It corresponded with the British Government through the Resident of the paramount power at Hyderabad. It also issued orders regarding the appointment, dismissal, suspension and transfer of the State officials. The *daftar* issued *sanads* and *ahkams* in connection with the grants of land and cash. It also dealt with matters concerning disturbances of peace and interruption of the Government mail, and issued orders regarding passage of troops of the State or of the armed forces of British India.

The procedure adopted for the issue of *sanads* and *ahkams* was as follows: Drafts of *sanads* and *ahkams* were prepared by the *Daftar-i-Diwani-wa-Mal* and submitted to the Prime Minister for his signature and seal. These drafts, having been duly signed were retained in *Daftar-i-Mulki* and their fair copies were sent to the *Diwani* or *Mal* branches. From 1885 onwards, the *Daftar-i-Mulki* ceased to communicate with the British Resident or the Government of India as these functions were taken over by the Political Department of the Nizam's Government.

Types of papers

The types of papers found in this *daftar* are as follows:

Treaties and enactments, correspondence with the Government of India and the British Resident at Hyderabad, orders issued to the Government Departments and officials of the State. There are also drafts of *sanads* and *ahkams* issued by the Prime Ministers.

It should be noted that the Prime Minister, Sir Salar Jung I not only issued orders in the capacity of a Prime Minister from 1853 to 1883 but he also addressed the British Government jointly with a Co-Regent from 1869 to 1883, during the minority of Nawab Mir Mahboob Ali Khan Bahadur, Asaf Jah VI.

The language of all the *sanads* is Persian and that of files till 1885 is Persian. The language of files from 1885 onwards gradually changed to Urdu which was then declared to be the official language of the Hyderabad State.

A considerable bulk of papers also exists in English. They are mostly duplicate copies of letters received from the Residency as annexures to the Persian correspondence. These letters relate to the payment of court costs, arrears of pension, and commital orders exchanged between the British authorities in the Presidencies of Bombay, Bengal and Madras and the Resident at Hyderabad.

Detailed particulars

Sl.No.	*Class*	*Quanity*	*Chronological limits*
1.	Drafts of *Sanads, Ahkams, Qaulnamajat* and *Dastaks*	51,000	1844–1879
2.	*Sanads*—These include also documents of the period prior to Siraj-ul-Mulk's Premiership, *i.e.*, from 1843 . .	2,110	1843–1918
3.	Files concerning verification of *Sanads*, Orders of *Subah* Berar after its transfer to the British Government . .	6,287	1852–1865
4.	Files of proceedings relating to grants . .	7,810	1843–1886
5.	Files of Establishment	8,346	1896–1928
6.	Files relating to the accession of the Nizams and appointment of Prime Ministers ..	34	1848–1913
7.	Files concerning appointment of British Residents ..	77	1845–1913
8.	Files of tours of the Nizams and the Prime Ministers of Hyderabad	76	1861–1884
9.	Files of Railways (The Nizam's Guaranteed State Railway) ..	456	1879–1890
10.	Files of the State Post Office ..	200	1849–1898
11.	Files of correspondence in English .	36,000	1875–1927
12.	Miscellaneous papers and files concerning Mulki Record Room of the Hyderabad Government (now the State Archives)	6,287	1885–1892

N.B. :—These documents and papers cover the period from 1843 to 1928.

Though the *daftar* was formed some time in 1846, there are papers relating even to the period of Siraj-ul-Mulk's first Premiership when Siraj-ul-Mulk represented the State at the Residency on account of the British Government having refused to accept Raja Ram Baksh as *Peshkar.*

Subject content and sampling

The records in this *daftar* relate to the general administration of the State and the political relations existing between the British and Nizam's Government.

Samples of various types of papers found in the *daftar* are given below:—

(1) File No. 80, *Shaban,* 1259 H. (1843 A.D.) regarding the dismissal of Raja Chandulal.

(2) File No. 82, *Shaban,* 1259 H. (1843 A.D.).

Submission of a copy of *Tehnama** dated 26th February, 1768 concluded between the British and the Nizam. By this agreement the Nizam exchanges feelings of friendship and amity with the British and revokes all *sanads* granted to Hyder Ali, Sultan of Mysore.

(3) File No. 83, *Shaban,* 1259 H. (1843 A.D.): copies of previous letters received from the Governor-General of India to the Nizams up to this period.

(4) File No. 74, *Safar,* 1268 H. (1851 A.D.): Settlement of the boundaries of the British Military Cantonment of Secunderabad, executed conjointly by Darab Jang (representative of the Nizam's Government) and Brig. James (on behalf of the Residency).

(5) File No. 26, *Rabi-ul-awwal,* 1268 H. (1852 A.D.): Mortgage of the Nizam's diamond valued at sixty lakhs of rupees deposited with the British Resident at Hyderabad till the clearance of the loan advanced by the British Government to the Nizam for the payment of the salary of the Hyderabad Contingent.

(6) File No. 87, *Rabi-ul-awwal,* 1268 H. (1852 A.D.): Appointment of Talab-ud-Daula to the office of the *Kotwal* (Commissioner, City Police), Hyderabad.

(7) File No. 33, *Ramazan,* 1273 H. (1857 A.D.): Official Report regarding the death of the Nizam, Nawab Nasirud-Daula Bahadur Asaf Jah IV and the succession of Nizam, Nawab Afzul-ud-Daula Bahadur Asaf Jah V on 23rd *Ramazan,* 1273 H. (18th May, 1857 A.D.).

(8) File No. 9, *Muharram,* 1275 H. (1858 A.D.): File on current numismatic policy matters—withdrawal of the name of the Mughal Emperor of Agra and Delhi from the Hyderabad coinage and the replacement of the Mughal sovereign's name with the title of Asaf Jah, Nizamul-Mulk, on all coins minted at Hyderabad in all metals and denominations.

* *Tehnama:* Agreement.

(9) File No. 2, *Rabi-ul-awwal,* 1276 (1859 A.D.): Notification regarding the code drawn up for submitting petitions to Her Imperial Majesty, the Queen and Empress of India, Victoria *Reginaet Imperatrix.*

(10) File No. 98, *Rajab,* 1283 H. (1866 A.D.): Communication received from the Foreign Secretary to the Government of India with enclosure, *viz.,* a copy of the rules governing the investiture of the title of the Knight Grand Commander of the Order of the Star of India on the Nizam of Hyderabad, Nawab Afzal-ud-Daula.

(11) File No. 28, *Safar,* 1285 H. (1868 A.D.): Requisition of the land for the construction of the railway-line of the Nizam's Guaranteed State Railway from Gulbarga up to Raichur and Sholapur.

(12) File No. 92, *Rajab,* 1286 H. (1869 A.D.): Appointment of the following four *Sadr-ul-Mahams*—Judiciary, Revenue, Police and Miscellaneous Departments.

(*i*) Nawab Bashirud Daula Bahadur (Sir Asman Jah).

(*ii*) Nawab Mukarramud Daula Bahadur.

(*iii*) Nawab Shamsheer Jang.

(*iv*) Mir Yavar Ali (Shahab Jang).

(13) File No. 118, *Safar,* 1298 H. (1881 A.D.): Submission of the census statements by Muhammad Inayat Hussain Khan Bahadur to the Nizam's Government.

(14) File No. 35, *Jamadal-awwal,* 1298 H. (1881 A.D.): Appreciation by the Government of India for submission of the Financial statements annually by the Hyderabad State Government.

(15) File relating to a *sanad*:

File No. 1912 new (734 old) of 1304 F. (1895 A.D.): Despatch of drafts of *sanads,* three in all, issued in the name of Afsar-ud-Daula Bahadur for fair copying and submission of the same to H.H. the Nizam for his signature and seal. This *sanad* relates to the villages of Rachar, *etc.,* in *Pargana* Ferikonda, *Sarkar* Devarkonda (*Subah* Hyderabad) which were granted to Afsar Jang Bahadur (Chief Commander of the Hyderabad Army) by way of *Maqta* in 1304 Fasli (1894 A.D.) by the Nizam VI, Nawab Sir Mir Mahboob Ali Khan Bahadur, during the Premiership of Nawab Sir Vicar-ul-Umara, Prime Minister.

It bears the special feature of having been re-granted in an amended form, in supersession of the original *sanad,* by Nawab Sir Mir Osman Ali Khan Bahadur in 1328 F. (1918 A.D.). The original *sanad* was granted in perpetuity, while the amended one restricts the grant to the life time of Nawab Afsar Jang.

The following reference media, lists and catalogues exist:—

(*i*)	*Siyaha Asnad-wa-Ahkam*	8,328	1853–1865
(*ii*)	*Maddat-i-Khataoni*[1]	2,168	1853–1880

There are 101 registers containing entries of *sanad* and *ahkam* covering the period 1845 to 1911, 8 registers of files of proceedings covering the period 1843 to 1911, 165 *Katabcha Bahi*[2] registers containing copies of inward and outward correspondence with the Residents covering the period 1846 to 1882, and 1,368 registers relating to the receipt of surplus revenue of Berar after the payment of the contingent.

13. MUNSHI KHANA

Origin and History

This office came into being along with the Hyderabad State Accountant-General's Office in 1853 and its creation was among the first series of major administrative and civil service reforms ushered in by Sir Salar Jung I. It was known as *Munshi Khana "Khurd"* to distinguish it from *Daftar-i-Mulki*, which was also a *Munshi Khana* (Correspondence Office) functioning since the time of Nawab Siraj-ul-Mulk (1846-1848), Prime Minister. In the year 1345 Fasli (1935 A.D.) this *dafar* was transferred to the *Daftar-i-Diwani-wa-Mal*, (now the State Archives) from the Accountant-General's Office.

Sir Salar Jung I replaced Revenue farming of land, which had hitherto been practised by the Government by creating posts of *Taluqdars* to collect revenue and supervise the administration within each district.

This *daftar* conducted official correspondence with, and issued orders to the *Subahdars* and *Awwal Taluqdars* (Collectors of Districts) in respect of all administrative matters relating to the *subahs* and the districts. It also received the reports regularly from the *Taluqdars* and communicated the orders passed on them by the Prime Minister. Its functions corresponded to that of the Revenue Department.

Types of papers and archives

In this *daftar* are files of proceedings relating to the regime of Sir Salar Jung I. The following are the important subjects:—Amsala Debt Commission (files of claims preferred by *Sahukars** before the Debt Commission against the Government), *ahkam*, copy of *ahkam*, *Arayez*† submitted by the public, *Guzarishat*‡ sent by the Collectors for the Prime Minister's endorsement and files relating to the Accountant-General's Office. The files and papers of this *daftar* are in Persian and also in Urdu.

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1. *Maddat-i-Khataoni:* Sheets of record of documents.
2. *Katabcha Bahi*: Register of Inward and Outward papers.

* *Sahukars:* Bankers.

† *Arayez:* Plural of *Arzi* : Petitions.

‡ *Guzarishat* : Plural of *Guzarish* : Literally an application,—here, official letters submitted to the higher authorities from their subordinates.

Detailed particulars

Sl.No.	Class	Quantity	Chronological limits
1.	*Ahkam* ..	37,905	1847–1889
2.	*Arayez* submitted to the Prime Minister by persons other than the Government Officials.	16,124	1847–1887
3.	Files and papers relating to the Accountant-General's Office.	22,93.504	1864–1886
4.	*Guzarishat*	2,000	1868–1884
5.	Miscellaneous papers ..	11,000 papers	..
6.	Debt Commission	2,976 files.	1855–1918

The papers found in the *Munshi Khana* cover the period from 1847 to 1918. This period extends over the reigns of four Nizams, *viz.*, Nawabs Nasir-ud-Daula Asaf Jah IV, Sir Afzul-ud-Daula Asaf Jah V, Sir Mir Mahboob Ali Khan Asaf Jah VI, and Sir Mir Osman Ali Khan Asaf Jah VII.

There are papers in this *daftar* which date from a period prior to Sir Salar Jung I's regime which began in 1853, whereas this office was formed by Salar Jung I. But on going through the Diaries containing the copies of orders, it has been found that most of the orders issued during Siraj-ul-Mulk's terms of office as Prime Minister were of a private nature, *i.e.*, these papers relate to his *jagir* administration. It may be observed that all *Jagirdars* of considerable stature maintained a *Munshi Khana* (office) of their own to manage their *jagir* administration. In addition to the above papers there are official orders also, which were issued by Nawab Siraj-ul-Mulk during his first term of Prime Ministership.

Subject content and sampling

The office issued administrative orders and instructions to the *Taluqdars* who were submitted for earlier farmers of Revenue. It also received reports from them and communicated the orders passed on them by the Prime Ministers.

1. File No. 13 of 28 *Zilkada,* 1289 H. (1873 A.D.):

(Register of entries No. 17)—

Powers of the Tahsildars regarding appointment and dismissal of the clerical staff serving under them.

2. File No. 2 of 1289 H. (1872 A.D.):

(Register of files regarding *Guzarishat* and *Arayez* of Gulbarga *Subah*).

Madad Kharch—the expenditure of the troops stationed at various military posts in the districts.

3. File No. 2 of 3rd *Muharram,* 1289 H. (1872 A.D.):

(Register of lists regarding Miscellaneous files, Vol. I).

Separation of Accountant's Office from the Revenue Department. This is an important file to study in covering the development of fiscal administration and development of public account offices in the Hyderabad State.

Reference Media		*Lists and Catalogues*	
1. *Nuquul*[1]*-e-Ahkam*	..	937 registers	1847–1889
2. *Jama-wa-Kharch*		1,62,810	1851–1910
3. Miscellaneous-*Maqta Jagir Yaumiya, Saliyana, Qabzul Wasul*[2]*, Kaifiyat-i-Barawardat*[3].	..	11,100	1839–1885

There are 2,276 registers pertaining to the period 1853-1883, and these have to be closely perused to construct archival reference media. No records await transfer. All records are intact in the State Archives.

14. Khazana-i-Amira

Origin and History

A large collection of records of the *Khazana-i-Amira* was transferred to the *Daftar-i-Diwani* (now the State Archives), in 1942 by the orders of H.E.H. the Nizam's Government.

Government treasuries were in existence in Hyderabad as early as the period of Nawab Arastu Jah, who was the *Diwan* (Prime Minister) of the State between 1797 and 1804, but they were not functioning properly on account of the mismanagement and pecuniary embarassment. In the course of the reorganization of the office in Hyderabad, Sir Salar Jung I (1853-1883) created the *Khazana-i-Amira* in 1855. It not only kept the cash made payments but maintained the accounts also. In the allocation of work, which took place in 1864, *Khazana-i-Amira* was assigned transaction of business in the metropolis.

In 1941, the treasury held by *Khazana-i-Amira* was transferred permanently to the Hyderabad State Bank (now the State Bank of Hyderabad) and, therefore, the *Khazana-i-Amira* dealt with the limited functions of disbursement of pensions, *Mansabs* and other cash grants

1. *Nuquul:* Plural of *Naql*, a copy.
2. *Qabzul-wasul:* Pay bill-*cum*-Acquittance roll.
3. *Barawardat:* Pay Bills.

only. It was also re-designated as *"Daftar-i-Taqseem-i-Wazaif-wa-Manasib".**

After the financial integration of Hyderabad State with the Indian Union, the designation of the Office of Controller of Accounts and Audit was changed to that of Accountant-General's Office, Hyderabad State, but the *Daftar-i-Taqseem-i-Wazaif-wa-Manasib** still continued to function under its control.

On the 1st of May, 1952, the *Daftar-i-Taqseem-i-Wazaf-wa-Manasib* was transferred to the administrative control of the Finance Department, subject to auditing by the Accountant-General's Office. The name of this office was also changed to the Pension Payment Office.

After the formation of Andhra Pradesh, on the 1st April, 1958, the Directorate of Treasuries and Accounts was established and the District Treasuries, Sub-treasuries and also the Pension Payment Office came under its direct control. The audit control of the Accountant-General's Office over the District Treasuries and the Pension Payment Office still remains in force.

Types of papers and details thereof

The records of this *daftar* consist of diaries and reports. Their total number is 2,23,270. The records of this *daftar* are in Urdu and Persian.

The following table gives detailed particulars in respect of these records.

Sl.No.	Class of papers	Quantity	Chronological limit
1.	*Siyaha Roznama* ..	72,000	1853–1890
2.	*Khataoni Jama-wa-Kharch Rozana*[1] ..	25,000	1853–1881
3.	*Mauzudat-i-Naqdi*[2] ..	3,000	1856–1883
4.	*Hundi Bund Rozana*[3] ..	14,600	1859–1879
5.	*Jama-wa-Kharch Rozana* ..	2,600	1879–1894
6.	*Jama-wa-Kharch Mahana* ..	20,940	1853–1884
7.	*Jama-wa-Kharch Salana* ..	29	1879–1894
8.	*Goshwara Jama-wa-Kharch Sal-i-tamam*	1,890	1852–1889
9.	*Jama-wa-Kharch-i-Khazana-i-Rikab*[4] ..	300	1862–1871

* *Daftar-i-Taqseem-i-Wazaif-wa-Manasib:* Office for the disbursement of Pensions and *Manasib.*

1. *Khataoni Jama-wa-Kharch Rozana:* Registers of daily receipts and disbursements.
2. *Mauzudat-i-Naqdi*: Daily cash balance.
3. *Hundi Bund Rozana:* Register of daily transactions.
4. *Khazana-i-Rikab:* Private treasury of H.E.H. the Nizam.

Sl. No.	Class of papers	Quantity	Chronological limits
10.	*Wasul Baqi*[1] *Mhubadilat-wa-Baz-jasht*[2] (outstanding balances, advances and refunds) ..	30,206	1853–1910
11.	*Hundiyat-i-Ada-i-Fazilat-wa-Qarzajat*[3] *etc.*	10,025	1853–1910
12.	*Hundiyat-i-Dad-wa-Sitad-i-Sahuwant*[4] ..	17,520	1829–1883
13.	Receipts from *Mansabdars* and *Tankhwah-dars etc.*	25,160	1853–1920

Subject content and sampling

The above papers of *Khazana-i-Amira* deal with the day-to-day cash transactions of the State. These include the account of receipts into the Government treasury and allied matters.

A random sampling of the transactions contained in these records is given below:

1. *Siyaha Khazana-i-Amira,* dated 6th June, 1853 to the end of June, 1853 shows that during that month 5 *Ashrafis* (gold coins), Rs. 1,07,535, 12 annas and 9 pies, were credited to the Government treasury, out of which 5 *Ashrafis,* and Rs. 7,735 were collected from the districts revenues, and Rs. 99,801,12 annas, and 9 pies were collected from two *Sahukars,* Ramgir and Haridas.

During the above period the following expenditure was incurred:—

	Rs.	As.	Pies
To His Highness ..	1,06,015	15	5
Salaries of Government Servants ..	170	0	0
Conveyance charges of Darab Jang	635	0	0
Presentations—*Ashrafis* ..	588	0	0
Charity ..	120	14	3
Wages ..	3	13	3

The balance was nil at the end.

2. *Khataoni Jama-wa-Kharch Rozana, Khazana-i-Amira,* dated 8th January, 1879, shows that Rs. 46,32,147-7-10 Ps. were credited to the treasury and the expenditure of Rs. 2,78,271-13-1 Pie was incurred. The balance was Rs. 43,53,875-10-8¾ Ps.

Reference media, lists and catalogues

There are no reference media relating to these records. Work has been taken up during the tenure of Mr. M. V. S. Prasada Rau as Director of State Archives to prepare lists and catalogues of *Khazana-i-Amira* archives, as well as of *Munshi Khana* records, with a view to help scholars to reconstruct the fiscal and public accounts history of Hyderabad State. There are no lists and catalogues of these records at present. This is an area of weakness and it is not easy for research

1. *Wasul Baqi*: Outstanding balance.
2. *Mhubadilat:* Short term advances: *Baz-jasht:* Refunds.
3. *Hundiyat-i-Ada-i-Fazilat-wa-Qarzajat:* *Hundis* negotiated in payment of surplus collection and debts.
4. *Hundiyat-i-Dad-wa-Sitad-i-Sahuwant:* *Hundis* negotiated among the *Sahukars.*

scholars to refer to this mass of records. There are no records to be transferred. All these Archives are in Urdu and Persian, and some are also in English.

15. Muntakhaba

Origin and History

The *Muntakhabajat* relating to the area under its jurisdiction were transferred along with *Daftar-i-Diwani* (now the State Archives) in 1894, while the *Muntakhabajat* of the area covered by *Daftar-i-Mal* together with the other records of the same *daftar* were transferred to the *diwani* office in 1925.

Muntakhaba is a certificate of the regular holding of grants issued by the Commission of *Inam,* Revenue Department (the Urdu plural is "*Muntakhabajat*"). These *Muntakhabajat* were maintained in *Daftar-i-Diwani* for the four *subahs* with which it dealt (Aurangabad, Berar, Bijapur, and Khandesh) and in *Daftar-i-Mal* for the two *subahs* administered by it (*viz.,* Hyderabad and Bidar).

Before Nawab Sir Salar Jung I, there existed no separate office to investigate whether the grants (*Jagirs, Inam Deshmukhi, Deshpandegiri, etc.*), held by different persons were properly and lawfully issued or not. Rules and regulations were formulated and investigations began in this regard under the Revenue Department in 1275 Fasli (1865) without creating a new department for it. The grants which were found unlawfully held were confiscated. Those which were issued properly continued, and certificates were given to the holder of such grants. These certificates were called *Muntakhabajat*. Later on in the year 1285 F. (1875) a separate department was formed. This was the Office of the Superintendent of *Inam* which continued till 1291 F. (1881) and was under the Minister of Revenue, Hyderabad State.

Sir Salar Jung I, seeing the heavy work of the Revenue Department, established a Committee for Enquiry of *Inams* in 1291 F. (1881) which continued till 1294 F. (1885). This committee was placed first under the Minister for Revenue, then under the Board of Revenue, and lastly under the Revenue Secretary of the Government of Hyderabad.

In the year, 1295 F. (1885), the Committee for Enquiry of *Inams* was abolished and the offices of the Commissioner and Deputy Commissioner of *Inams* were formed. In the year 1312 F. (1903), these offices were also abolished and the powers of the Commissioner and the Deputy Commissioner were given to the *Subedar* (Commissioner) and First *Taluqdar* (Collector and District Magistrate).

In 1330 F. (1920), the *Nizamat-i-Atiyat** was formed to investigate the land grants. The work of enquiry of grants was being done by it till 1960. After 1960, the post of *Nazim Atiyat* was combined with that of *Jagir* Administrator, and these posts were held with distinction by Shri S. A. Quader, I.A.S., in 1965. The residuary work of the *Nazim Atiyat* is being looked after by one of the (Revenue) Commissioners at present.

* *Nizamat-i-Atiyat:* Directorate of land grants,

The papers of this department consist of *Muntakhabajat* files and registers. The *Muntakhabajat* are both in Persian and Urdu.

Detailed particulars

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
1.	*Muntakhabajat* ..	63,838 files	1276–1371 F.
			1866–1961 A.D.

Subject content and sampling

The papers of this department (the *muntakhabajat*), contain the date of institution of cases, the names of the grantees, nature of grants and their locations, and the reference to the *sanads*.

A *Muntakhaba* contains the following items:

(1) Number of letter of *Inam* Department or number of District Statement.

(2) Name of *Taluqa* and District.

(3) Name of the person whose name is in the Government's papers or in the *Inam* Statement.

(4) Name of the present claimant with father's name, age, profession and residence.

(5) Relation between the present claimant and the person whose name is in the *Inam* Statement or Government papers.

(6) Details of grants.

(7) Conditions of grants.

(8) Final decision.

(9) Remarks regarding the *sanads* and other documents produced before the court.

A sample of a *Muntakhaba* is given below:—

On the death of Nawab Behram-ud-Daula, the *Muntakhaba* No. 397, dated 10th December, 1958, was issued from *Nizamat-i-Atiyat*, declaring his sons including Nawab Turab and his wife Sultan Bakht Begum and other relations as legal heirs of the deceased Behram-ud-Daula. *Jagirs* situated in Bhongir *Tahsil* (Nalgonda district), Armoor *Taluk* (Nizamabad district), and Mominabad *Tahsil* (Bhir district), belonging to Behram-ud-Daula, were given possession of, according to the legal shares of the descendants, produced before the court, and the decision of the enquiry officer.

Reference media, lists and catalogues

There are no contemporary reference media of this department. Work has been started to give shape to skeletal lists of archives personally drawn up by the Director of State Archives, Shri M. V. S. Prasada Rau, in 1978-79.

There are *taluq*-wise lists and catalogues from 1285 F. (1875) to 1333 F. (1923) and district-wise registers from 1334 F. (1924) to the present day.

Sl.No.	*Register*	*Number*	*Chronological limits*
1.	*Taluq*-wise registers ..	81	1285 F.—1333 F.
			1875 A.D.—1923 A.D
2.	District-wise registers ..	18	1334 F.—1371 F.
			1924 A.D.—1961A.D.

There are a number of records awaiting transfer to the State Archives. The transfer has not been completed because the enquiries into the grants were till recently continuing in the court of the *Nazim-i-Atiyat* (a quasi-judicial authority) and the *Muntakhabajat* are being sent to the State Archives for preservation and record only after the disposal of cases in the said court. Some residuary *Atiyat* cases are awaiting disposal in the court of the Revenue Commissioner as on date (September, 1979).

16. Nazim-i-Jamiat

Origin and History

Daftar-i-Nazim-i-Jamiat was the Army Department of the irregular forces of the Nizam's Government. It was formed to control and supervise the various army establishments in the premiership of Nawab Sir Salar Jung I (1853-1883). The Department ceased to function after 1948 and its records were taken over by the Finance Department. It was transferred from there to the Andhra Pradesh State Archives in 1956.

The Hyderabad State Army consisted of two broad bifurcations, *viz.*, a standing army under the direct control of the Nizam and comprising of cavalry and infantry units, and in addition to this Army, a feudal force, maintained and controlled by the high nobles, feudatories and *Jagirdars* of the realm liable to be called up for State service on any contingency by the ruler. The feudal forces also consisted of two arms—the Cavalry and Infantry—for the upkeep of which the nobles and others had been granted assignment of *jagirs*.

The State Army was placed under the over-all supervision of establishments known as "*sarishtas*" (branch establishment), *e.g.*, the *sarishta* of Raja Rai Rayan Bahadur had one or more "*Jamadars*"* under it, who was responsible to the *sarishta* concerned for the efficiency and good conduct of the men under him. The composition of the detachment depended on its *Jamadar*. Marq Khan, an Arab *Jamadar*, had only Arabs under him. Likewise an Afghan or Sikh *Jamadar*, had only Afghan and Sikh troops under him.

On account of the lax control and inefficiency of the establishment, Nawab Sir Salar Jung I decided to eliminate the control of the *sarishtas* over the army and to centralize the *sarishtas* into a new department called the *Nazim-i-Jamiat*, which was brought into existence in 1875 and placed under a *Nazim*.† The offices of the *sarishtas* were taken over and when a *Sarishtada*r died, his establishment was amalgamated with the *Nazim's* force under the direct control of the Nizam.

Types of papers

The *Daftar* contains files relating to the appointments, dismissals, removals, promotions and transfers of men, statements of salaries and disbursements of pensions. There are also papers regarding branding of horses, their substitution by other horses and their maintenance charges. The records are in Persian and Urdu.

Detailed particulars

Class		*Quantity*	*Chronological limits*
Files relating to hereditary *Sawars*, Arabs of *Nazim-i-Jamiat*	..	12,500	1875–1948
Miscellaneous	.	50,040	1875–1948
Pay bills and Pension Payment Orders	..	4,49,960	1875–1948

* *Jamadar*:—a feudatory, vassal, or military sub-commander.

† *Nazim*:– head or commander.

Subject content and sampling

These records deal with appointments, promotions and transfers of the men, and their mode of payment.

Accession Register Number	Nature	Synopsis
1. File No. 866 of 1313 F. (1903 A.D.)	Deduction statement	Statement prepared recording the death of Mohd. Jamal, son of Mohd. Mastan borne on the *Sarishta* of Raja Giridhar Pershad. The statement contains column or heads giving the name of person, his pay, and reasons for deduction.
2. File No. 372 of 1341 F. (1931 A.D.)	Order of appointment (*Sarishta* of Ishwari Pershad)	Appointment of Ghulam Hussaini Khan Nagar to the post of *Jamadar vice* Md. Chanda Khan, son of Mohd. Azam Khan, died on 22nd Zilhijja, 1328 H. (25th December, 1910 A.D.)
3. File No. 273 of 1341 F. (1931 A.D.)	*Sawar* regarding appointment	Record of identification marks of Maqdoom Baig, son of Bir Baig, appointed to the post of *Sawar vice* Roushan Baig, discharged.

Reference media, lists and catalogues

There are 300 registers of files of proceedings covering the period from 1285 F. to 1359 F. (1875-1949). There are no contemporary records. There are no records await transfer. All papers are in the shape of final collections in the State Archives.

17. SHORAPUR PAPERS

The date when these papers were acquired by this office is not known. Early in the thirteenth century the State was founded by the *Beydars* (fearless). The Shorapur family came originally from Ratnagiri in the Mysore territory. The chiefs were styled *Naiks*. They were free-booters, but in course of time acquired considerable power in the country. Their armed bands took service under the Adil Shahi and Qutb Shahi kings of Bijapur and Golconda, and they also assisted the Marathas in the contest with Aurangzeb. During the siege of Golconda, the Shorapur chief, Pem Naik sent a body of *Beydars* to Abdul Hassan Qutb Shah's assistance. His nephew, Pidiya Naik, visited the court in 1661 and received a *mansab* and rendered good services to the Emperor.

The *Naik's* descendants submitted to the first of the Nizams, and from that period until 1858, the Rajas of Shorapur, as they were styled, continued to rule the small State of Shorapur.

In 1844 Colonel Meadows Taylor, a great civil servant, was placed in charge of the Shorapur State during the minority of the Raja. In 1853, the Raja having attained his majority, the State was handed over to him. But in 1858 the young Raja was discovered to be implicated in a plot for the subversion of the British Government. When this was known to the Resident, troops were sent to attack him. But the Raja had deserted the place and was made prisoner at Hyderabad, shortly after his escape. The Raja was tried by a Military Commission, and sentenced to death. The sentence was, however, commuted to five years' imprisonment in the Vellore Fort. While being conveyed to Vellore, he shot himself. It is the archives and old documents of this State which are now with the State Archives. This collection consists of village accounts and connected rural settlement papers.

The language of these records is Marathi and the script is Modi (Marathi written in running hand). The State Archives propose to decipher some of these documents in 1980.

Detailed particulars

Class of papers	*Quantity*	*Chronological limits*
Village accounts	189 bundles (*bastas*)	1177–1264 F. (1767–1854 A.D.)

SUBJECT CONTENT AND SAMPLING

A few samples are given here:

1.	Statement of Receipts and Expenditure—*Rusums* of the *Beydars* of Shorapur ..	1271 F. / 1861 A.D.
2.	Statement of Receipts and Expenditure—District Shorapur. ..	1271 F. / 1861 A.D.
3.	Contingent Bill for Stationary Offices of the Superintendent, *Amins* and Police Stations, District Shorapur for the month of *Azur*, 1285 F. ..	1285 F. / 1875 A.D.
4.	Statement of the sale of stamped paper, *ilaqua-i-mal**, Shorapur *Taluqa* for the month of *Shahrewar*, 1285 F. ..	1285 F. / 1875 A.D.
5.	Counterfoil of Cheques, Cheque No. 3 dated 3-10-1875 for Rs. 3,000 issued by James Portridge, Assistant Engineer, Shorapur District in favour of Moothooswamy Mudaliar, Accountant, Office of the District Engineer. (There are several other counterfoils). ..	1285 F. / 1875 A.D.
6.	Contingent Bill for the payment of house rent of Rs. 2 for the month of *Ardibehist*, 1287 F. occupied by the Post Office, District Shorapur. ..	1287 F. / 1877 A.D.

Skeletal types of lists and catalogues of the Shorapur papers exist in the Andhra Pradesh Archives. All the bundles are arranged chronologically and a list of them has been prepared for ready reference.

* *Ilaqua-i-mal*: A basic revenue territorial unit like the *firka* or revenue inspector's circle of today.

CHAPTER V

The Archives of the Asaf Jahi Dynasty comprising the modern period (up to 1948) and the Records of the Hyderabad State (1948 to 1956).

"History is past politics, and politics present history."

—SIR JOHN ROBERT SEELEY [1834-1895],
Growth of British Policy.

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1. Political Secretariat

Origin and History

The records of the Political Department of the Nizam's State were transferred to the Central Record Office of Hyderabad State (now the Andhra Pradesh State Archives) in November, 1949 and subsequently. Besides the diplomatic correspondence with the contemporary native princes, His Highness the Nizam's Government had established close political ties with the English East India Company, and executed Treaties and Enactments through *Daftar-i-Darul-Insha*. The Nizam also had relations and diplomatic correspondence with the French, Dutch and Portuguese East India Companies, the Marathas, and the Arabs (Siddis) of Janjira (Konkan). Evidence of the Nizam's diplomatic ties with Portugal in the Portuguese State of India (*Estado da India*) exists in the voluminous Portuguese records in the Goa Archives in Panaji (Goa). This *Daftar-i-Darul-Insha* continued to perform the above functions till the establishment of the *Daftar-i-Mulki* in 1846. This *Daftar* was in charge of all correspondence and transactions with the British Government. Some political affairs were dealt with by the Nizam's Private Secretary's Office.

In the year 1884, a new Secretariat was formed known as "the Political and Finance Department".

In the year 1892, the Finance Department was established as a separate unit, the political affairs and correspondence were transferred to the Private Secretary's Office which was given the name of Political and Private Secretary's Office, which continued till 1947. The records of this department consist largely of files, fly-leaves, some registers and *farmans*. The languages in which correspondence has been carried out in these files are English, Urdu and Persian. The Urdu and Persian files are in greater proportion, though the *farmans* are all in Urdu.

Detailed particulars

Detailed particulars with regard to these files are given in the following table:—

Sl.No.	Class of paper		Quantity	Chronological limits
A.	*Farmans* Total:	..	167	..
B.	Files and Fly-leaves	..	..	..
1.	Urdu and Persian files	..	1,37,428	Not known
2.	Urdu and English files	..	3,367	1911–1945
3.	English files	..	73,768	1846–1945
4.	Fly-leaves	..	14,450	..
	Total	..	2,29,013	
C.	Registers			
1.	Inward Registers	..	680	1879–1949
2.	Outward Registers	..	796	1878–1949
3.	Misc. Registers	..	2,763	1856–1951
4.	Misc. *Mulki* Registers	..	294	..
	Total:	..	4,533	

Subject content and sampling

The files of the Political Department deal with various subjects such as correspondence with the Residency, extradition of criminals, execution of summons and decrees, diplomatic and international visits, and passports. A random sampling of the subjects dealt with is given below:—

(1 Recommendations for appointment from the Residency, 1892.

(2) International Exhibition at Glasgow, Scotland, U.K., 1901.

(3) Government resolution regarding principles of administration of *Waqf* property, 1887.

(4) List of districts in the Hyderabad State adjoining the Khandesh disrtict, 1904.

(5) Establishment of a Pasteur Institute at Hyderabad, 1898. (This file deals with the establishment of the precursor of today's Institute of Preventive Medicine, Narayanguda, Hyderabad.)

(6) List of notorious thugs and dacoits, 1888.

(7) Visit of the members of Royal families—The visit of Grand Duke Alexander of the Empire of Russia, 1891.

Reference media, archival lists and catalogues

The registers and chicket books may be considered as temporary reference media which are both in English and Urdu. There are transfer lists relating to the records of the Political Department which give the particulars of the files. There are no records awaiting transfer. All the archives pertaining to this very important subject are fortunately in the Andhra Pradesh Archives.

2. Finance Secretariat

Origin and History

The records of the Finance Secretariat were transferred to the State Archives in November 1953 and subsequently. The records of the Finance Secretariat begin from 1859, *i.e.*, six years after Nawab Sir Salar Jung I became *Diwan* of Hyderabad. Finance was looked upon as an important subject even in his time but no new department was constituted to administer finance until 1884. Financial matters were controlled by the Prime Minister himself directly with the help of advisers. However, in the time of Nawab Sir Salar Jung II, a new department under the title "Political and Finance" was established in 1884. In 1893 the Finance Department was separated from the Political Department. In 1894 the functions of the Revenue Secretariat were assigned to the Secretary of the Department of Finance. In 1896 the Revenue Branch was taken away from the Finance Secretary so that Finance became an independent unit. Between 1896 and 1921 the functions of the Finance Department were gradually enlarged. An up-to-date mint for regulating the issue of coinage was established in 1901.

Mir Saadat Ali Khan, *Munir-ul-Mulk* who held the Finance portfolio (1885-1890) was the earliest Finance Minister of the Nizam's Dominions. Sir George Casson Walker, I.C.S., was appointed Finance Minister in 1901. Sir Akbar Hydari was drafted from the British India Civil Service and appointed Secretary to Government, in the Finance Department, in 1908. Sir George Casson Walker introduced several fiscal and administrative reforms in the department and reorganized it on modern lines. New sources of revenue were tapped to meet the increasing nation-building activities of the State. Efforts were made to have a surplus budget and pave the way for general prosperity. The records of the Finance Secretariat reflect the history of the progress made by the Hyderabad State in the various spheres of public life.

Types of papers and details

The records of this Secretariat of Finance consist of files, fly-leaves of weeded files, *farmans*, file registers and miscellaneous registers,

The file registers constitute the contemporary reference media to these records.

The files are both in Urdu and English. The Urdu files however preponderate. Two special English branches grew up in the later period, *viz.*, the Resource Branch in 1887 and the Supply Branch in 1942. The files of these branches are mostly in English.

The following table gives particulars in respect of these files of the Finance Department:—

Sl.No.	*Class of papers*	*Quantity of files (number)*	*Chronological limits*
(1)	(2)	(3)	(4)
A.	FARMANS		
1.	*Farmans, sanads, etc.* Total ..	12,143	1859–1891
B.	FILES AND FLY-LEAVES		
1.	*Mansab* Section ..	4,836	1859–1891
2.	*Nazim-i-Jamiat* Section ..	1,367	1875–1950
3.	*Kuliyat* Branch ..	16,732	1875–1950
4.	English Resource Branch ..	20,654	1887–1963
5.	Miscellaneous Section ..	4,553	1890–1900
6.	*Nowiyat* Miscellaneous Branch ..	7,440	1890–1917
7.	*Aam Atiyat* Section ..	3,420	1891–1900
8.	*Atiyat* Section ..	29,198	1894–1950
9.	*Manzuriat* Section ..	23,978	1900–1906
10.	Pension and Civil List Section ..	31,162	1900–1911
11.	P. W. D. and Irrigation Section ..	9,310	1906–1934
12.	Army Section ..	10,370	1906–1934
13.	Account and Budget Section ..	12,174	1907–1941
14.	*Adalat* Section ..	37,874	1907–1946
15.	*Mal* Section ..	19,103	1907–1947
16.	Court of Wards Section ..	2,555	1920–1928
17.	Commerce and Industries Section ..	1,455	1828–1936
18.	Supply Branch ..	3,578	1942–1954
	Total Files ..	2,39,759	
19.	Accounts & G.A. Section ..	1,982	1943–1948
20.	*Nazim-i-Uroob* Section ..	6,982	1946–1949
21.	*Nazim* Accounts Section ..	2,111	1946–1950
	Grand Total:	2,62,977	

Subject content and sampling

The files of the Finance Secretariat as may be expected, deal with a variety of subjects coming within the purview of the Finance Department. The totality of files has been divided into 21 sections which have come to this office in separate groups. The *farmans* also constitute an integral part of the records of this department. They deal with all important matters relating to the Finance Department like higher appointments, transfers, promotions, sanctioning of new expenditure, *etc.* The total number of *farmans* have been arranged chronologically and pasted in separate folders called 'Chicket Books'. Each folder contains a Table of Contents which helps one to trace the required *farman.* The table of contents serves as finding aid to the *farmans.* A random sampling of the subjects dealt with is given below:—

(1) Donation to Secunderabad Orphanage (1888).

(2) Enquiry into complaints lodged against the Raja of Gadwal in respect of tribute amounts due from him to the Nizam (1900).

(3) Sanctioning expenditure in respect of arrangements made for the reception, stay and diversional programmes planned in connection with the visit of H.R.H. the Prince of Wales to Hyderabad in 1906.

(4) Application to H.H. the Nizam of Hyderabad from the *Diwan* of the Sivaganga Estate asking for endowing the temple of the Divine Mother Sri Lalita Maha Tripura Sundari in the form of Sharada Devi (1907), with funds.

(5) Expenditure incurred in connection with the Delhi *Darbar* of the King-Emperor of India held in 1911.

(6) Statement showing issue of new coins of Hali Sicca series (1912).

(7) Famine relief measures (1913) and the consequent remedial steps taken by the Hyderabad Government.

Reference media, lists and catalogues

There are well-kept file registers for the various sections which are period-wise but do not run parallel with the registers of another section in point of the period covered. The total number of these registers is 406.

Sl.No.	Class of papers		Quantity	Chronological limits
C.	FILE REGISTERS:			
1.	*Mansab* Section	..	11	1859–1891
2.	*Kuliyat* Branch	..	44	1884–1928
3.	Miscellaneous Section		8	1890–1900
4.	*Nowiyat* & Miscellaneous Branch	..	23	1890–1917
5.	*Aam Atiyat* Section	..	9	1891–1900
6.	*Atiyat* Section	..	49	1894–1950
7.	*Manzuriat* Section	..	34	1900–1906
8.	Pension & Civil List Section	..	38	1900–1911
9.	P. W. D. & Irrigation Section		40	1906–1934
10.	Army Section	..	29	1906–1934
11.	Accounts & Budget Section		33	1907–1941
12.	*Adalat* Section	..	42	1907–1946
13.	*Mal* Section	..	29	1907–1947
14.	Court of Wards Section	..	6	1920–1928
15.	Commerce & Industries Section	..	7	1928–1936
16.	*Nazim-i-Uroob* Section	..	3	1946–1949
17.	*Nazim* Accounts Section	..	1	1946–1950
	Total:	..	406	
	MISCELLANEOUS REGISTERS			
1.	Registers of *Farmans*	..	33	1885–1939
2.	Registers of *Guzarishat*	..	45	1886–1934
3.	Registers of *Arzdasht*	..	14	1908–1935
4.	Registers of *Murasalajat*	..	7	1912–1919
	Total:	..	99	

There are 35 transfer lists of these records. Most of them do not give the titles. This is the only handicap. The *farmans*, however, have been classified year-wise and kept in 76 folders. Each folder has a table of contents which serves as a finding aid to the *farmans*.

As far as records awaiting transfer are concerned, there are 1,01,500 files and 800 registers which await scrutiny by the Andhra Pradesh Government's Finance Department for weeding. Weeding work is progressing and when the work is completed the residual files will be ready for transfer to the State Archives.

3. Revenue Secretariat

Origin and History

The Revenue Secretariat records of the ex-Hyderabad Government which are now preserved in the State Archives at Tarnaka, Hyderabad, were transferred to this office in 1953 and subsequently. Nawab Sir Salar Jung I introduced the modern system of Government in place of the mediaeval type of administration. The beginnings of the present system of administration are to be seen in the system evolved by Sir Salar Jung I.

Till 1853 the Nizam's State was divided into *taluqs*. Each *taluq* was under the administrative control of a *Taluqdar* who used to collect the land revenue. He received 1/8th part of the revenue as charges for collection. This system led to abuses and irregularities. The *Taluqdars* became irresponsible and extremely weak and corrupt. The Government was not able to collect the entire revenue amount. Sir Salar Jung I replaced these officials by paid *Taluqdars*. This reform helped in positive improvement in the State's revenue administration to some extent.

In 1860, Doab and the *Taluqa* of Naldurg which had been under British administration, were restored to the Nizam's State. The revenue system in the restored *Taluqas* was quite different. Sir Salar Jung I maintained the two systems separately for some time. This speaks volumes about his administrative acumen apart from his unquestioned statesmanship. In 1864, a Board of Revenue consisting of five Members was established in Hyderabad to manage the affairs of the revenue administration of the entire State of Hyderabad including the restored districts. The Board of Revenue replaced the *Nazim-i-Jamabandi* who controlled the dual system of revenue administration in the State. The State was divided into uniform civil divisions or *subahs* and to facilitate the administration of the Nizam's Dominions the following fourteen *zillas* or revenue districts were formed each under an *Awwal Taluqdar* or a Collector and District Magistrate:—

(1) Aurangabad (Khujista Bunyad).

(2) Parbhani.

(3) Nander.

(4) Indur (later Nizamabad).
(5) Bhir.
(6) Bidar.
(7) Medak.
(8) Elgandal (later Karimnagar).
(9) Naldurg.
(10) Shorapur.
(11) East Raichur.
(12) Nalgonda.

The *Sarf-i-Khas* domains and the *jagir* territories formed enclaves in the different *Kalsa* districts. They maintained their own set-up and did not adopt the uniform system of administration introduced in the districts. The districts were divided conveniently into *Tahsils* on the basis of the revenue yield and *Tahsildars* were put in-charge of them. These *Tahsildars* were subordinate to the respective *Awwal Taluqdars* or District Magistrates (Collectors of Districts). They were also provided with regular paid establishments by the Government of Hyderabad.

In 1867, the districts were further divided into five divisions or *subahs* under *Subedars* (Commissioners of Divisions) to facilitate better administration:

Districts	*Commissioners of Divisions (Subedars)*
Aurangabad district Bhir district Parbhani district	North-western division
Bidar district Nander district Naldurg district	Western division
Nalgonda district Khammam district	Eastern division
Shorapur district East Raichur district	Southern division
Medak district Indur district Elgandal district	Northern division

Sadr Taluqdars (*or Subedars*) were placed in-charge of each division having revenue and judicial powers over all the revenue districts headed by District Collectors under his jurisdiction. The court of the *Sadr Taluqdar* was the Court of Appeal.

In 1867, the Prime Minister appointed three Members of the Board of Revenue as the first *Sadr Taluqdars* for the newly created divisions and in the place of Board of Revenue, a *Sadr Mahkama-i-Malguzari* was established under the control of two officers, one of whom was designated *Mutamad* and the other *Rukh*. The Central Revenue Department existed for two years and was abolished in the year 1868. The Board of Revenue was revived, and in the same year a separate *Sadrul-Maham* or Revenue Minister was appointed to be in-charge of the Revenue Department. He was provided with a Secretary, an Assistant Secretary and the requisite establishment of clerks and other subordinate officers. The Secretary to Government issued Ministerial orders and attended to correspondence with the Board of Revenue and other subordinate offices. The position of the Secretary as a link for communication and control established between the Revenue Department and the Minister of Revenue has continued till the present day.

Types of papers and particulars

The records of this Secretariat consist of retained files, fly-leaves of weeded files, *farmans* and certain demi-official letters issued by the Nizam. All the files are in Urdu. Detailed particulars in respect of these files are contained in the following table:—

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
1.	Files ..	1,746	1866–1900
2.	Fly-leaves ..	29,181	1866–1900
3.	*Farmans* ..	5,148	1900–1949
4.	Demi-Official Letters ..	659	1942–1949

The *farmans* of the Revenue Department contain the orders of the Nizam in respect of all important matters relating to the Revenue Department. Sometimes *farmans* were issued asking for further details in respect of proposals already submitted.

The *Neem Sarkari* letters (demi-official letters) were based on the oral orders of the Nizam which were recorded and subsequently issued under the signature of the *Sadrul-Maham Peshi* (Personal Affairs Minister or Minister-in-Waiting to the Nizam). Reminders and queries were also issued in the form of *Neem Sarkari* letters.

Usually the *Neem Sarkari* letters were issued in regard to urgent matters relating to *Jagirdars* and to Ministers, particularly when they went on tours outside Hyderabad.

Subject content and sampling

The files deal with all kinds of administrative matters such as appointments, arrests for misappropriation of revenues or other funds, levy of fines, dismissals, reinstatements, construction of octroi outposts, grant of periodical payments such as *yaumiyas, saliyanas,* farming out of revenue, regulation of measures for measuring toddy and *sharab* (indigenous liquors). Given below is a random sampling of some of the cases:

(1) Provisional survey of the *Atraf-i-Balda* district (Hyderabad district), 1296 F. (1886-1887).

(2) Revenue Budget 1300 F. (1890-1891).

(3) Strict instructions of the Nizam issued to the *Jagirdars* to desist from ill-treating the ryots of Bansa village, 1300 F. (1890-1891).

(4) Rules and regulations relating to the officers of the Settlement Department, 1308 F. (1898-1899).

(5) Report regarding the revision of rent in the Pathri *Taluqa* of the Parbhani district 1308 F. (1898-1899).

(6) Boundary dispute between Rampur (*Jagir*) and Khanapur village in the Khalsa *Taluqa,* Mahboobnagar district 1310 F. (1900-1901).

Reference media, lists and catalogues

No contemporary reference media exist for these records. Manuscript Urdu lists of these records (carbon copies) which were prepared in the archives-creating department at the time of the transfer of these records are available in this office. They are available year-wise and in duplicate. There is also an additional register of files written in ink which goes backwards starting from the year 1310 F. (1900-1901) and going down to 1296 F. (1886-1887). There are no entries for the 1295 F., 1299 F., 1300 F., and 1303 F. The *Farmans* are pasted in folders called Chicket Books and the demi-official letters are pasted in 12 folders. Each of these chicket book has a table of contents.

4. HOME SECRETARIAT

Origin and History

The records of the Home Department were transferred to the State Archives in May, 1957 and partly in subsequent year. The changes which took place in the administration during the period 1884-1885 were extremely important and extended to almost every department. First, all the *Sadr-ul-Mahams** were replaced by *Moin-ul-Mahams*† or Departmental Ministers who were invested with certain delegated powers. The Secretariats also underwent a radical change; two new offices of Political and Finance Secretary and Home Secretary were created and the office of Miscellaneous Secretary was abolished. The departments in the charge of the Home Secretary were as follows:—

(*a*) Railways (including the Nizam's Guaranteed State Railway, H.E.H. the Nizam's State Railway, and liaison with State and Company Railways in British India and other Indian States).

(*b*) The Hyderabad State Post Office.

(*c*) Sanitation of Hyderabad city and suburbs.

(*d*) The State Mint of Hyderabad.

(*e*) Stamps.

(*f*) Forests.

In 1888-1889, an important administrative change took place. The Judicial and the Police Secretariats were combined with the Home Secretariat. In 1891, the designation of Secretary, Home Department was changed to Secretary, Judicial, Police and General Departments. Later on, the departments of Jails and Education also came under the control of this department of the Secretariat. For this reason, the words General Departments were added to the nomenclature of this Secretariat. In 1944, the Education Department was separated and the Department of Police, Jails and Judicial remained as before; after 1948, this Secretariat department was renamed as the Home Department of the Secretariat.

The files of this Home Department of the Secretariat consist of Judicial, Police, Medical, Postal and Jail Departments. A brief history of these Departments is given below:—

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* *Sadr-ul-Mahams:* Ministers-in-charge of departments directly responsible to the *Madar-ul-Maham* (Prime Minister). These were created by Sir Salar Jung I (1853-1883) in 1270 F. (1860) in his bid to re-organize the administration.

† *Moin-ul-Maham* : The designation of *Sadr-ul-Maham* was changed into *Moin-ul-Maham* in 1203 F. (1793). Some powers of administration were delegated to him. The officer again was styled as *Sadr-ul-Maham* in 1330 F. (1920), and continued as such till 1948.

In 1869, the office of the *Sadr-ul-Maham Adalat* was established, investing it with a power of supervision over the administration of justice in the entire *Diwani territories**. A High Court or *Adalat-ul-Alia* was established in 1872 in Hyderabad. The Minister of Justice had under his direction and control all the Courts of Justice, Civil and Criminal in the Metropolis as well as in the *mofussil* areas.

There were four major courts in the city besides the High Court, *viz.*, the Court *Dar-ul-Qaza*†, the City Civil Court, the City Criminal Court and the Suburban Court. The Suburban Court was abolished in the middle of 1895, its work being distributed between the High Court in its original jurisdiction, and the City Civil Court whose local jurisdiction was enlarged.

The High Court exercised general supervision over all the Courts in the State, and the Chief Justice or another Judge of the High Court went on circuit from time to time to inspect the various courts in the city and the districts. In each of the four divisions of the State, a Divisional Judge was appointed and the *Taluqdars* and *Tahsildars* in the districts had the powers of first, second and the third class Magistrates.

Prior to the Prime Ministership of Nawab Sir Salar Jung I, there was no organized Police force in the State, and the Law and Order arrangements made in the different districts of the Nizam's Dominions depended to a great extent on the individual leadership qualities and initiative of the local revenue officials. In 1866, when districts were formed with Collectors to head them, a regular Police force was raised and placed under the control of the revenue authorities, but the system did not work satisfactorily. This was due largely to the arrogance and corruption of the officials of the newly created police department. In 1869, a Special Police *Sadr-ul-Maham* or an Inspector-General of District Police was appointed by the Prime Minister of Hyderabad and the District Police was placed under the First or *Awwal Taluqdar*‡ with the District Police Superintendent as his executive deputy officer drafted from the Berar Force. A system of identification by means of finger-prints was introduced in 1898 and has been working successfully ever since. The city police was quite distinct from the District Police and was under a Commissioner known as the *Kotwal*, who exercised control over the city and suburbs. The records of the Home Department consist of files. All the files are in Urdu.

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* *Diwani Territory*: That part of the Hyderabad State which was directly administered by the Government as opposed to *Sarf-i-Khas* (Crown) lands and *Paigah* lands which were under the personal control of the Nizam and the *Paigah* nobles respectively.

† *Dar-ul-Qaza*: Court of the *Qazi*, which dealt with cases relating to the Muslim personal law, *e.g.*, marriage, divorce and inheritance laws, including interpretation of the *Shariat* laws.

‡ *Awwal Taluqdar*: Collector and District Magistrate.

DETAILED PARTICULARS

Sl. No.	Class of papers and archives	Quantity	Chronological limits
A.	*Files and Fly-Leaves* :		
1.	Office of the *Madar–ul–Maham*	1,462	1871–1882
2.	Office of the Secretary to the *Madar–ul–Maham*	4,788	1865–1884
3.	*Aliya–Adalat* [1]	44	1873–1874
4.	*Adalat–i–Faujdari* [2]	8,894	1875–1883
5.	*Adalat–i–Diwani* [3]	5,613	1863–1882
6.	*Adalat-i-Diwani Khurd* [4]	4,443	1865–1881
7.	*Sadr Taluqa* [5]	1,726	1865–1873
8.	*Adalat-i-Diwani Azia* [6]	10,638	1863–1889
9.	*Majlis–i–Murafa* [7]	4,973	1864–1877
10.	*Darul–Qaza*	3,163	1863–1880
11.	*Majlis-i-Qazaya-i-Uroob* [8]	1,960	1868–1888
12.	*Majlis–i–Sahuan* [9] }		
13.	*Mutafarriq Adalat* [10] }	34,340	1863–1886
	Total :	82,044	papers/archives

1. *Aliya-Adalat:* High Court (also, *Adalat-ul-Aliya.*)
2. *Adalat-i-Faujdari:* Criminal Court.
3. *Adalat-i-Diwani:* Civil Court.
4. *Adalat-i-Diwani Khurd:* Lower Civil Court.
5. *Sadr Taluqa:* First Taluqdar's Office.
6. *Adalat-i-Diwani Azia:* District Civil Court.
7. *Majlis-i-Murafa:* Appellate Tribunal.
8. *Majlis-i-Qazaya-i-Uroob:* Court dealing with the cases of the Arabs.
9. *Majlis-i-Sahuan:* Court dealing with the cases of *Sahukars.*
10. *Mutafarriq Adalat:* Court of miscellaneous causes.

Subject content and sampling

The files of the Home Secretariat deal with the cases of different courts.

A random sampling of the cases dealt with is given below:

(1) Statement relating to appointments and transfers (1869).

(2) Posting of Police guards (1878).

(3) Application of the staff of the *Majlis-i-Sahuan* for changing the timings of the said Court (1878).

(4) Appointment of a *Nazir* (Inspector) at the *Sadr-Adalat*, Western Division (1886).

(5) Powers delegated to the *Tahsildars* of Arohapur in respect of civil cases (1886).

(6) Salary of police guards posted at the Civil Court (1888).

(7) Fixation of pay of munsiffs (1888).

(8) Pay of the Magistrate of Khuldabad in Aurangabad *Zillah* (1888).

Reference media, archival lists and catalogues

There are no contemporary reference media relating to these records. There are 299 transfer lists of these records available year-wise. The transfer lists are classified on the same lines as the files, and mention the title of each file along with other particulars such as date of the file and the number of the file.

Records awaiting transfer

The records of the Home Department awaiting transfer cannot be ascertained definitely at present because the weeding work is being done under the supervision of a Special Officer. So far, the files which have been marked for retention and destruction are 11,600 and 9,842 respectively. They are mostly of Judicial and of Jail Departments and deal with different cases of social, administrative and historical importance.

5. Army Secretariat

Origin and History

The records of the Army Secretariat were transferred to the Central Record Office (now the State Archives) in August, 1950 and

subsequently. The growth of the administrative machinery for controlling the military forces of the Nizam is closely related to the growth of the different units of the army beginning with the year 1884. The military forces of H.E.H. the Nizam's Government were composed of Regular Troops, Irregular Troops, Imperial Service Troops, and the Golconda Brigade. One set of the Imperial Service Corps Troops' Division was originally maintained by the Nizam-ul-Mulk (the latter day Asaf Jah I) when he was a feudatory of the Mughal Emperor. That body of troops was meant to serve the call of the Emperor of Delhi at any moment he chose. But the nomenclature of those troops as Imperial Service Corps continued after Asaf Jah I became independent of Mughal authority.

The Office of the Military Secretary for Regular Troops was created in 1864 for the proper conduct of business connected with the regular forces of H.H. the Nizam of Hyderabad. The office consisted of a Secretary and his assistants who dealt with expenditure on the Regular Troops, enlistment, appointments, transfer of personnel and general orders passed by the Prime Minister in the Military Department.

The original feudal army of the Nizam became known in the later years as "Irregular Force". It received no regular training and was attached to the *Sarishtar* or establishment controlled by the nobles. It was in the time of Nawab Sir Salar Jung I that the State Army was also reorganized and put under proper discipline. The disciplined units acquired the name of the "Regular Force", while the so-called indisciplined units continued to exist side by side and were called the Irregular Troops. In 1875, the office of the *Daftar-i-Nazim-i-Jamiat* (Irregular Troops) was formed to supervize, control and direct the enlistment and discharge of *sepoys,* and to ensure that amounts paid to *Jamadars* for meeting the salaries of the *sepoys* under them were properly utilized and not misappropriated.

In consequence of the offer of sixty lakhs of rupees made by His Highness the Nizam for north-western frontier defence, it was decided by the Government of India that the Government of Hyderabad State should maintain two regiments of Imperial Service Troops. This followed the earlier tradition when the *Subahdar* of the Deccan maintained Imperial Service Troops in the service of the Mughal Emperor. Accordingly, on the 14th June, 1893 a general order was issued by the Command of His Highness, directing the formation on the *Silledari** system, of two regiments of cavalry for Imperial Service each consisting of 400 of all ranks. Each regiment was placed under a Commanding Officer.

The Golconda Brigade was composed of a regiment of cavalry, a regiment of infantry and a battery permanently stationed at Golconda.

* *Silledari* System: The old army system under which a soldier in the cavalry provided his own horse and arms.

The administrative control of all these units of the army was vested in the Military Secretary. The Military Secretary was under the Military Minister during the period of the Cabinet Council between 1893 to 1919. In the year 1919 the Nizam appointed an Executive Council in place of the Cabinet Council. There were seven ordinary members and an extraordinary member in the Executive Council to begin with. Of them one was called the Military Member. The Military Secretariat was under the control of the Military Member. This position continued till the Police Action (1948). Soon after the Police Action the Hyderabad Army, however, was disbanded. Some of the units of the Regular Force were merged into the divisions of the Indian Army. In consequence, the Military Secretariat ceased to function.

Types of papers and other details

The records of the Army Secretariat consist of files, fly-leaves and registers. The *Farmans* of the Army Secretariat have not yet been transferred to the State Archives. Most of the files and registers are in Urdu. However, there are a few files and registers in English also.

The following table gives detailed particulars of these files relating to the different units of the army.

Sl.No.	*Class of papers*		QUANTITY		*Chronological limits*
			Files	*Fly-leaves*	
A.	FILES AND FLY-LEAVES :				
1.	Irregular Forces	..	17,707	8,300	1863–1950
2.	Regular Forces	..	39,759	6,059	1875–1950
3.	Golconda Brigade	..	3,057	507	1892–1940
4.	Imperial Service Troops	..	7,114	2,764	1892–1950
	Total:	..	67,637	17,630	

Sl.No.	*Class of papers*		*Quantity*	*Chronological limits*
B.	FILE REGISTERS :			
1.	Irregular Forces	..	56	1873–1946
2.	Regular Forces	..	139	1882–1948
3.	Golconda Brigade	..	38	1882–1937
4.	Imperial Service Troops	..	42	1894–1938
	Total:	..	275	

Sl.No.	Class of papers		Quantity	Chronological limits
C.	INWARD REGISTERS :			
5.	Irregular Forces	..	145	1869–1944
6.	Regular Forces	..	243	1870–1949
7.	Golconda Brigade	..	46	1889–1932
8.	Imperial Service Troops	..	42	1896–1930
	Total:	..	476	
D.	OUTWARD REGISTERS :			
9.	Irregular Forces	..	162	1876–1949
10.	Regular Forces	..	324	1871–1949
11.	Golconda Brigade	..	51	1891–1935
12.	Imperial Service Troops	..	37	1898–1943
	Total	..	574	
E.	MISCELLANECUS REGISTERS :			
13.	Regular Forces	..	380	1878–1947
14.	Irregular Forces	..	200	1883–1937
15.	Golconda Brigade	..	58	1894–1932
16.	Imperial Service Troops	..	60	1897–1937
	Total	..	698	

Subject content and sampling

The files of the Army Secretariat deal with various matters connected with the maintenance of the army. A random sampling of the subjects dealt with is given below:—

(1) Exemption of Customs duties on army (1898).

(2) Rules and regulations of leave for Regular Forces (1898).

(3) Expenses for the preparation of dress for Regular Forces (1902).

(4) War dearness allowance (1917).

(5) New Scheme for the Regular Forces (1918).

(6) Sanction of allowance for the workers of Military Workshop (1921).

(7) Formation of Medical Board (1925).

Systematic *Misalband, i.e.,* file registers have been maintained for each category of files. Their total number is 273 and they cover the period 1873 to 1948. Their details are given in the table above. There are transfer lists relating to the records which give particulars of files retained, and files weeded before transfer. In the case of weeded files, the fly-leaves have been transferred along with the retained files.

Records awaiting transfer

The Military Secretariat became defunct when part of the Hyderabad Army was merged with the Indian Army and other units were disbanded after the Police Action of 1948. There are no further records of this Secretariat awaiting transfer.

6. Army Headquarters

Origin and History

The records of the army headquarters were transferred to this office on 23rd January, 1951 and subsequently. Hyderabad State maintained the largest army among the Indian States. It consisted of Irregular Troops, Regular Troops, the Golconda Brigade, the Imperial Service Troops, the Nizam Mahboob Regiment, and Volunteers. The Irregular Troops were originally raised in the times of Asaf Jah I for military purposes and comprised Arabs, Rohillas, Sikhs, Rathores, Afghans and Rajputs. Their numbers were augmented from time to time, till the formation of the Hyderabad contingent troops which were largely composed of these levies. The strength of the irregulars subsequently underwent a further reduction as a large number of them were drafted into the regular troops and the Golconda Brigade, when these units were formed.

The Regular Forces of the Nizam's Dominions were formed in 1858 as a sequel to the attack made on the British Residency in Hyderabad in 1857, when most of the contingent troops had gone to British India and the Residency had to make strenuous efforts to defend itself from the attack. The organization of the Army Department of the Hyderabad Government was as follows:—

(1) A Member in-charge of the Army Department.

(2) An Army Secretariat controlled by the Secretary to the Government of Hyderabad.

(3) Army Headquarters, Regular Forces:

The Army Headquarters, Regular Forces consisted of branches administered by the Commander and assisted by two principal staff

officers, who were the Chief of the Staff and the Adjutant and Quarter Master-General.

The staff of the Army Headquarters was divided into—

(1) The General Staff Branch.

(2) Adjutant and Quarter Master-General Branch.

The following units were under the Army Headquarters' Control:—

(1) *Jamiat Nizam Mahboob.*

(2) Divisional Headquarters Pioneer Company.

(3) Cavalry Band.

(4) String Band.

(5) Garrison Battalion (for the period of war).

(6) Army Training School.

Types of archives and details

The records consist of files and registers. The files and registers are in Urdu and English languages. The following table gives particulars of files of the different units of the army which functioned under the administrative control of the Army Headquarters:—

Sl.No.	*Archival class of papers*	*Archival Quantity in No. of Bundles*	*Chronological limits*
FILES:			
1.	Golconda Brigade ..	100	1295 F.—1325 F. / 1885 A.D.—1915 A.D.
2.	Chief of Staff (including staff and "C" and "A" sections of Headquarters, Hyderabad State Forces) ..	500	1324 F.—1357 F. / 1914 A.D.—1957 A.D,
3.	Divisional Quarter-Master (including 'Q' Branches of Headquarters, Hyderabad State Forces) ..	275	1321 F.—1350 F. / 1911 A.D.—1940 A.D.
4.	Imperial Service Troops ..	50	1302 F.—1338 F. / 1892 A.D.—1928 A.D.
5.	*Kuliyat* ..	25	1310 F.—1348 F. / 1900 A.D.—1938 A.D
6.	*Mutadiara* ..	25	1331 F. —1333 F. / 1921 A.D.—1923 A.D.

Subject content and sampling

The files of Army Headquarters deal with various cases of appointments, transfers, conduct of training courses and the construction of military barracks and hospitals. A random sampling of the cases dealt with is given below:—

(1) Construction of houses for the staff of Imperial Service Troops (10th August, 1902).

(2) Supply of Division Orders for the hospitals of Regular Troops (1931).

(3) Construction of barracks for the Third Golconda Lancers in Golconda Fort (May 1933).

No contemporary reference media exist for these records. There are absolutely no lists and catalogues. No records are awaiting transfer to the State Archives, Hyderabad.

7. Cabinet Council

Origin and History

The records of the Cabinet Council were transferred to the *Daftar-i-Diwani* (now the State Archives) in October 1945 and subsequently. In 1884, His Highness the Nizam created a Council of State consisting of seven members in addition to the *Madar-ul-Maham* or the Prime Minister, *viz.*, Sir Mir Laiq Ali Khan, the Nawab Salar Jung II. Three of the members of the Council of State were *paigah* noblemen. The Nizam himself presided over this council. Maulvi Syed Hussain Bilgrami was appointed as the Secretary of the Council. The Council, however, did not function satisfactorily and was abolished in 1887. The records of the Council of State have not been traced. Efforts have been made by the author of this book to personally trace out these records but without success.

In 1893, during the Prime Ministership of Sir Asman Jah Bahadur, a new body called the Cabinet Council was created in place of the earlier Council of State for imparting efficiency into the Executive Government of the State. The special order which was issued for this purpose by His Highness the Nizam Mir Mahboob Ali Khan Bahadur, Nizam VI is known as the *Qanuncha-i-Mubarak* of 1310 H. (1893 A.D.). The Cabinet Council consisted of a President and four Ministers each holding the portfolios of Revenue, Military, Public Works and Justice respectively.

The Cabinet Council was entrusted with the entire responsibility of carrying on the administration of the State under the aegis of the Nizam. Wide powers were given to the President and the Ministers. A Secretary was appointed to the Cabinet Council, who maintained

the records of the Council, issued notices of the meetings and prepared copies of the proceedings for submission to His Highness the Nizam. He took orders from the Ministers and carried them out. He had no power to interfere in the administration of any department.

The Cabinet Council paved the way for the Executive Council which was established in 1919 under the name of *Bab-i-Hukumat*. On its inauguration, the Nizam emphasized the necessity for the devolution of sovereign power which had hitherto been centered in the Ruler. At the head of the Council was a *Sadr-i-Azam* (President) who replaced the *Madar-ul-Maham* (Prime Minister) and who had lesser powers. He was assisted by about half-a-dozen members called *Sadr-ul-Mahams,* each holding a portfolio with subordinate offices attached. The first *Sadr-i-Azam* or President of the Council was Sir Syed Ali Imam, a former Law Member of the Executive Council of the Viceroy of India.

Types of papers and details

The records of the Cabinet Council consist of a large volume of classified files, file registers and miscellaneous registers. The file registers constitute the contemporary reference media to those records. There are no separate *Farmans* of the Cabinet Council in the State Archives. Probably after the final decision of the Council and the Nizam, *farmans* used to be sent to the concerned departments. The records of the Cabinet Council are in Urdu. The following table gives particulars in respect of these files:—

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
(1)	(2)	(3)	(4)
A.	FILES :		
1.	Office of the Cabinet Council	1,837	1893–1919
2.	Cases submitted to the Cabinet Council	576	1892–1920
3.	Proceedings of the Cabinet Council ..	238	1892–1920
4.	H. H. the Nizam's Private Secretary's Office (*Peshi Mubarak*) ..	100	1889–1892
5.	Sub-Committee for suggesting procedure for appointments.	25	1892 onwards
	Total ..	2,776	archives and files
B.	REGISTERS :		
1.	File Registers ..	99	1883–1919
2.	Outward Registers ..	34	1893–1919
3.	Inward Registers ..	27	1892–1919
4.	Accounts Registers ..	54	1894–1919
5.	Miscellaneous Registers ..	43	1893–1919
	Total: ..	257	archives and files

Subject content and sampling

The files throw light on the Cabinet Council as the highest deliberative body in its corporate capacity, in the Hyderabad State, subject to the orders of the Nizam.

Generally the Cabinet Council held ordinary meetings. Special meetings, however, were summoned by the Prime Minister of Hyderabad when necessary for the conduct of business. The Secretary on duty used to send notice of such meetings to the Ministers and Secretaries to Government. This Secretariat functioned very much like the Chief Secretariat today.

The files dealing with the proceedings of "The Cabinet Council" contain complete information regarding the proceedings and minutes of the Council, matters such as policy-making, appointments, service regulations, framing of administrative rules, relations with British India, and important cases relating to *Jagirdars*.

The following is a random sampling of some of the cases:

(1) Memorandum of the Standing Committee regarding extension of railways in the State (1893).

(2) Boundary disputes between Chanda and Godavari districts (1895).

(3) Sanction of increase on the customs duty on castor seeds (1895).

(4) Appointment of an agent, Mr. G. Olador, in England for the supervision of the education of Hyderabad students (1895).

(5) Proposal of Maharaja Sir Kishen Pershad Bahadur on the famine measures and controlling the high cost of grains (1896).

(6) Amendment to the rules for the control of criminal tribes (1898).

(7) Secunderabad Cantonment Excise Rules (1898).

(8) Committee for framing rules for the appointment of officers and staff of the P.E.D. (1902).

Reference media, archival lists and catalogues

The files of the Cabinet Council have been classified into five sections. The files of each section are arranged year-wise and made into separate bundles. Each bundle contains a *Misalband* or file register (these have been discussed above). The file registers are, therefore, a convenient means for tracing the required file. There are

no lists and catalogues of these files except the *Misalband* registers referred in the table.

The Cabinet Council was superseded by the Executive Council in 1919. Therefore, there are no further records of the Cabinet Council. The records of the Council of State (1884-1893) have not yet been traced as stated above.

8. Executive Council (*Bab-i-Hukumat*)

Origin and History

The records of the Executive Council (*Bab-i-Hukumat*) were transferred to the State Archives in 1951-1952 and subsequently. The formation of the State Executive Council under the name of *Bab-i-Hukumat* was a land-mark in the history of administration under the Asaf Jahi dynasty. The background that give rise to the *Bab-i-Hukumat* is as follows: The original form of Government in the Hyderabad State was a pure autocracy. It was Nawab Salar Jung I (1853-1883) who discarded the old mode of personal administration and introduced in its place a modern system which brought up the State to the standard of British administration and introduced a form of constitutional monarchy.

His Highness the Nizam, Mir Mahbub Ali Khan followed the precedent set before him by Salar Jung I. He created the Council of State under the premiership of Salar Jung II in 1884 and when it was dissolved in 1893 he formed the Cabinet Council to assist the Prime Minister. In 1919, H.E.H. the Nizam Sir Mir Osman Ali Khan observing the democratic tendency in the State abolished "The Cabinet Council" and created the Executive Council for the better administration of the State. In his inaugural address the Nizam laid emphasis on the necessity for the devolution of his sovereign power, which had ever since the outset of the Asaf Jahi rule, been centered in the Ruler.

At the head of the Executive Council was the *Sadr-i-Azam* (President) who replaced the *Madar-ul-Maham* (Prime Minister) with less powers. He was assisted by about half a dozen members called *Sadr-ul-Mahams* (Cabinet Ministers), each holding portfolio with subordinate offices attached to it. The first *Sadr-i-Azam* or President of the Council was Sir Syed Ali Imam, an ex-Law Member of the Viceroy's Executive Council. He was the first non-*mulki* (non-Hyderabadi) who was appointed to the office of the level of Prime Minister. The Executive Council continued up to 1948.

Types of papers

The records of the *Bab-i-Hukumat* consist of files and *farmans*. Most of the files contain the original *farmans* or their copies. Moreover, there are separate original *farmans* of H.E.H. the Nizam. All the files are in Urdu.

Detailed particulars

Sl.No.	Class of papers	Quantity	Chronological limits
1.	*Farmans*	340	1931–1947
2.	Proceeding files	32,345	1891–1950
3.	Registers	370	1919–1948

It is to be noted that though the *Bab-i-Hukumat* was formed in the year 1919, yet its records go back to 1891. It seems that the records of the previous Peshi Office (Office of the Private Secretary) to the Prime Minister were also transferred to the *Bab-i-Hukumat*. The *Farmans* of the Nizam were the final orders of State which are issued on important matters such as administrative, legislative or judicial.

Subject content and sampling

The files contain informative material on the administrative, legislative and judicial activities of the *Bab-i-Hukumat* as it was the keystone of the administrative structure of the H.E.H. the Nizam's State.

Given below is sampling of some of the cases:—

(1) Muslim subjects of Berar going to Haj Pilgrimage (1919).

(2) Programme of the visit of His Royal Highness the Prince of Wales to Hyderabad (1919).

(3) Retirement of Sir Akbar Nazarally Hydari Kt., LL.D. (Nawab Hyder Nawaz Jung Bahadur) from the Office of the Secretary, Judicial and Polce Departments (7th February, 1920—alternative arrangements and offer of the same Secretaryship to Sir Akbar N. Hydari on certain terms—March 1920.

Reference media, catalogues and lists

No contemporary reference media exist for these records. Manuscript Urdu transfer-lists of these records are available. They are yearwise and section-wise. There is a possibility that some records of the Executive Council which still exist in the General Administration Department of the Andhra Pradesh Government might be transferred to the State Archives after weeding which is now in progress.

9. Commerce and Industries Secretariat

Origin and History

Records of the Commerce and Industries Department were transferred to the State Archives in 1952. Industrial matters were

formerly dealt with by the Revenue Department. In 1917, however, an Advisory Board consisting of 9 members (4 official and 5 non-official) was formed to advise the Government on all questions pertaining to industrial development in Hyderabad. Mr. G. E. C. Wakefield, the then Director-General of Revenue, realised that it was not possible for his department to devote as much attention as was necessary to industrial questions. He submitted a report to the Government advocating the creation of a Department of Industries and Commerce to devote itself exclusively to revive and assist old industries indigenous to the State and encourage the establishment of new ones. In 1918, his proposal was sanctioned by the Government and the new Department of Industries and Commerce was established under a Director, who was given two assistants to help him and who had extensive training in Europe in soap, oil, paper and alcohol industries.

A new Secretariat of Commerce and Industries was created on 24th March, 1918. Mr. G.E.C. Wakefield became the Secretary of this department. The departments which were under his control are given below:—

(1) Industries and Commerce.

(2) District Municipalities and Local Funds.

(3) Excise.

(4) Mines.

(5) Agriculture.

(6) Co-operative Societies.

On 9th April, 1918 Mr. Wakefield was appointed Director-General of Commerce and Industries. After the separation of the above-mentioned departments from the Secretariat of Commerce and Industries, the following departments came under the control of his Secretariat:—

(1) The Directorate of Commerce and Industries including—

(*a*) The Central Stores Purchase Branch, (*b*) the Weights and Measures Branch, and (*c*) the Textile Control and Handloom Development.

(2) The Registry of Joint Stock Companies.

(3) The Mines Department.

(4) The Central Laboratories for Scientific and Industrial Research.

(5) The Government Printing Press and Stationery Department.

(6) The Industrial Trust Fund.

Types of papers and other details

The records of the Commerce and Industries Secretariat preserved in the State Archives consist of *farmans* only. The *Farmans* of this Secretariat are in Urdu. The files of the Commerce and Industries Department were not transferred to the State Archives. There are only *farman* in this collection, and their total number is 671.

Subject content and sampling

Samples of the *Farmans* are given below:—

(1) The tour of the Committee appointed by the Government of India for carrying on investigation in connection with sugarcane cultivation.

(2) The grant of loans to the owners of small factories for the development of industries (15th April, 1920).

(3) The development of Cottage Industries in Hyderabad.

No contemporary reference media exist for these records. There are no lists and catalogues for these archives. The number of files of Commerce and Industries Department which have been marked for retention and which are to be removed to the State Archives is 1,80,000.

10. Constitutional Affairs Secretariat

Origin and History

The records of the Constitutional Affairs Secretariat were transferred to the Central Record Office (now State Archives) in November, 1949 and subsequently. They cover the period 1929 to 1949. The External Relations Committee formed in 1339 Fasli (1929) was authorized to deal with (*a*) all constitutional issues arising from Round Table Conference pending their final settlement, (*b*) all matters dealing with the Chamber of Princes, and (*c*) such other matters as the Hon'ble the Political Member considered it advisable, for purposes of consultation, to refer to the Committee.

In 1345 F. (1935) on the unanimous proposal of the Executive Council, His Exalted Highness the Nizam sanctioned the creation of a new Government Secretariat for "Constitutional Affairs", separate from the Political Department which began to perform the functions of the External Relations Committee.

In constitutional matters, the immediate function of the Secretariat was to deal with all important questions of the instrument of Accession, to watch the trend of legislation in British India having a federal bearing, to effect co-ordination with the State departments in general and the Committee of Ministers in particular, to give correct information

whenever desirable on constitutional matters, and in general, to perform all the other duties which formerly fell within the purview of the External Relations Committee. The Information Bureau was also placed under the new Secretariat.

The Portfolio of this Department was placed under a sub-committee of the Executive Council to be called the Constitutional Affairs Committee, for purpose of consideration of issues before final decisions were reached. Cases pertaining to Constitutional Affairs were to be explained in the Council by the Senior Member of the Committee who would thus perform in the Council the duties of Member-in-charge. The Constitutional Affairs Secretariat was renamed the Foreign Secretariat in 1947. It continued to exist till 1948.

Types of papers and details

The records of this Secretariat consist of files and *Farmans*. The files are in English and Urdu. The English files are in the majority. The *Farmans* are all in Urdu.

The detailed particulars with regard to these files are given in the following table:

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
1. A.	*Farmans* ..	108	1356–1365 H. 1937–1946 A.D.
2. B.	FILES ..	3,332	
	English files	2,738	1928–1950
	Urdu files ..	594	1354–1358 F. 1944–1948 A.D.
3. C.	REGISTERS ..	Nil	..

The files of the Constitutional Affairs Secretariat deal with various subjects such as the constitutional issues arising from the Round Table Conference, all matters dealing with Chamber of Princes, and all other matters as the Political Member considered it advisable for purposes of consultation to refer to the Committee.

There are no contemporary reference media with regard to these files. There are transfer lists relating to the records of this Secretariat which give the particulars of files. It is probable that some records of this Secretariat still exist under the control of the General Administration Department.

11. Rural Reconstruction (Agriculture) Secretariat

Origin and History

The records of the Rural Reconstruction (Agriculture) Secretariat were transferred to this office in May, 1957 and subsequently. The Rural Reconstruction (Agriculture) Secretariat was created in 1937, to control the offices of the Agriculture Department, the Co-operative Societies and the Veterinary Departments, the Fisheries Department, and the Grow More Food Department. A substantial portion of the records of this Secretariat are of the Agriculture Department which is the oldest department under this Secretariat. Co-operative societies were established in the Hyderabad State on a substantial scale only after 1919. The other departments mentioned are of recent growth. The Department of Agriculture was created under a Director for the first time in 1893 by virtue of the *Qanuncha-i-Mubarak* (edict) of 1310 Hijra promulgated by the Nizam of Hyderabad which brought about great changes in the administration of the Nizam's Dominions. The department had no independent status and was one of the several offices which functioned under the control of the Board of Revenue and was directly subordinate to the Prime Minister.

In 1913 the Department of Agriculture was separated and made permanent and was placed under the administrative control of the Board of Revenue. From 1919 onwards its control vested with the Commerce and Industries Department. The Records of the Department of Agriculture date from the earliest period and come down to 1952.

Types of papers and details

(*a*) The records of the Rural Reconstruction (Agriculture) Secretariat consist of 14,925 files and fly-leaves. They belong to the following departments:—

(*a*) Agriculture,

(*b*) Co-operative Societies,

(*c*) Veterinary,

(*d*) Fisheries,

(*e*) Grow More Food, and

(*f*) Miscellaneous subjects.

The files are both in Urdu and English, the Urdu files being preponderant. The following table gives particulars in respect of the files:—

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
1.	Files	14,925	1896–1952

Subject content

They have not been divided subject-wise but have been arranged year-wise. The arrangement in this office, however, follows the date of arrival of each batch of records. There are no reference media available for these records. There are 146 transfer lists maintained year-wise and indicative of titles. Fifteen thousand files of the Agriculture Department for the period 1898 to 1956 await transfer to the State Archives.

12. Education Secretariat

Origin and History

The records of the Education Secretariat in the State Archives cover the period 1863-1952. They reflect the educational policy of the State from the days of Salar Jung I (1853-1883) to almost the present day. They were transferred to the State Archives in March 1954 and subsequently.

When Salar Jung I assumed power in 1853, he started work to establish an educational system on sound and practical lines similar to that which had been established in British India. A beginning in State education was made in March 8, 1956 (20 *Rajab*, 1272 H.) when the *Dar-ul-Uloom* school was established. Officially the Education Department came into existence in the year 1859 under the direct control of the Prime Minister. In this year Government issued an order for the opening of two schools in each *taluqa* and district headquarters, one to be conducted in Persian and the other in vernaculars (local languages) under the management and supervision of the Revenue Department, as the Education Department in the field was placed under the charge of the Revenue Department.

In 1869, the Education Department was separated from the Revenue Department and was placed under the charge of the Minister for the Miscellaneous Department. A Secretary was appointed to be in-charge of the Miscellaneous Department.

The Chaderghat Anglo-Vernacular School and the City English School were founded in 1871 and both of them were amalgamated in 1876 as the Hyderabad College. In 1881, it was raised to the status of a Second Grade College and was affiliated to the Madras University. In 1871 an Inspector of Schools was appointed for the first time. Written examinations for students were conducted from 1873.

The Education Department became a major Department of Government under Nawab Imad-ul-Mulk Bahadur, and Shri Syed Hussain Bilgrami who was appointed Director of Education. A Text Book Committee was established in 1884. The Education Department was placed under the charge of the Home Office in 1892. Committees for English Scholarships to be awarded to students for the prosecution of

foreign studies in English were founded in 1895-96. In 1910, Mr. A. T. Mayhew was appointed the Education Adviser to the Government. Collegiate Education was reorganized with the inauguration of the Osmania University in 1918-19. In 1916, Dr. Alma Latifi, LL.D., I.C.S., was the Director of Education. He expanded the Department of Education. A Board of Education was established in 1936-37. A separate Secretariat for Education Department was created in the year 1944.

Types of papers and details

The records of the Education Secretariat consist of 8,749 retained files and 28,812 fly-leaves of weeded files. The files are chronologically arranged from year to year and there are corresponding transfer lists. The files are in Persian, Urdu and English. The Urdu files preponderate. The following table gives detailed particulars in respect of these files.

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
1.	Retained files	8,749	1868–1952
2.	Fly-leaves of weeded files ..	28,812	1868–1952
	Total ..	37,561	

Subject content and sampling

The files of the Education Department reflect the educational policy of the Government and also deal with the establishment of educational institutions, the provision of grants-in-aid, award of scholarships, and approval from various quarters, dismissals, investigations into irregularities in the educational administration. A sampling of some of the cases dealt with among the files is given below:—

1. Appointment of Mr. S. Subba Rao as a Telugu Teacher at Warangal (1869).
2. Establishment of a school at Devagiri, Daulatabad Fort (1871).
3. Investigation of charges of corruption against *Mir-Munshi**, Education Department (1872).
4. Petition from the students of *Dar-ul-Uloom* school against the teaching staff (1873).
5. Dismissal of Mr. Baum, a teacher at the Chaderghat School (1875).
6. Results of the examination conducted by the Teachers' Training School (1879).
7. Affiliation of Chaderghat English School with the University of Madras (1881).
8. Report of Mir Shujat Ali, *Darogha,*† about the loss of Chemistry answer papers (1900).
9. Report about Hyderabad Students in England (1902).

* *Mir-Munshi:* Head Clerk.

† *Darogha:* Care-Taker

Reference media, lists and catalogues

No contemporary reference media are available. There are 48 transfer lists in respect of these files covering the period 1868-1952. Among records awaiting transfer, there are a collection of files from 1953 which have been weeded out in the Education Department, and 15,399 have been retained for permanent reference. These files await transfer to the State Archives at Tarnaka, Hyderabad. *Farmans* of the Education Department are being listed, and their full particulars are presently not available.

13. Labour (Labour and Social Welfare) Secretariat

Origin and History

The records of the Labour and Social Welfare Secretariat were transferred to this office in June, 1957 and subsequently. The Labour Secretariat was a post-war creation. Systematic development of Industries commenced in the State only after World War II in 1939-1945. Minor labour problems which arose in the earlier period were dealt with in some relevant departments, particularly in the Commerce and Industries Secretariat up to 1944. These records appear to have been separated from their relevant series and added to the records of the Labour Secretariat.

It was Lt. Col. E. W. Slaughter (the then Chief Commercial Superintendent, H.E.H. the Nizam's State Railway) who proposed to Government in 1941 that a Special Labour Officer should be appointed as an experimental measure for a period of two years to bring about better labour conditions in the State and to ensure the smooth working of the legislations concerning labour. Government accepted his proposal and appointed the first Labour Officer on 28th September, 1941. He was entrusted with the organization of a new office for drafting or amending labour legislation and for keeping an up-to-date record of legislative enactments in force in British India. This was the beginning of the new Labour and Social Welfare Secretariat which in the year 1945, developed into a regular Secretariat, and dealt with all labour problems in this State. This helped to introduce social welfare amenities in several industries of the State.

Types of papers and details

The records of this Secretariat consist exclusively of files which were transferred to this department in two instalments. The files are not arranged and have no reference media other than the transfer lists prepared at the time of the transfer of the files to this office. The files are both in Urdu and English. The Urdu files preponderate. Particulars in respect of these files are given in the following table:—

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
1.	Files	2,880	1929–1950

Subject content and sampling, reference media and catalogues

The files deal with all kinds of labour problems such as labour disputes and their conciliation, Government's efforts to persuade employees to introduce social welfare amenities in various industries, participation of Government representatives in labour conferences and enforcement of labour legislation. There are no contemporary reference media available for these files. There are as yet no complete or even topic-wise comprehensive lists and catalogues for these archival records. There are 16 transfer lists of these files compiled at the time of their transfer to the State Archives. One feels that even these lists are not complete. Among records awaiting transfer, the records of this Secretariat for the period after 1950 are still to be received by the State Archives.

14. Local Government Secretariat

Origin and History

The records of the Local Government Secretariat Department were transferred to the State Archives in October, 1955 and subsequently. The need for organizing a regular local Government Department for controlling the local bodies in the State appears to have been felt in the year 1939. The *farman* of His Exalted Highness the Nizam dated 12th *Shahrewar,* 1348 F. (19th July, 1938) ordered the drafting of the various enactments dealing with local Government. This work was entrusted to the Local Funds Administration which was under the control of the Revenue Department till 1940. By 1947, the Local Funds Administration grew into a regular Secretariat known as the local Government Department of the Secretariat. The following local bodies came under the control of the Local Government Department:—

(*a*) The two Corporations of the twin cities of Hyderabad and Secunderabad.

(*b*) 26 City Municipalities.

(*c*) 130 Town Municipalities.

(*d*) 16 District Boards.

(*e*) The City Improvement Board, Hyderabad.

(*f*) The Town Improvement Trust, Secunderabad.

(*g*) The Town and Village Survey and Planning Organization.

(*h*) The Public Gardens, Hyderabad.

(*i*) The District Water Works.

(*j*) The Fire Service.

It will be seen that the records which have been transferred to this office so far are not the regular records of the full-fledged Local Government Secretariat but they are the records relating to Local Government subjects of an earlier period collected in the Local Government Secretariat for purposes of co-ordination. The records of the further period,

that is, the period after 1940, are still to be received in the State Archives.

Types of papers and details

The records of the Local Government Secretariat which were received in the State Archives in October, 1955 and subsequently consist of 1,297 files. The files are both in Urdu and English. The Urdu files preponderate. The particulars in respect of the files are given below:—

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
1.	Files	1,297	1936–1940

Subject content and sampling

The files of the Local Government Department of the Secretariat deal with subjects of local interest which came to Government for sanction, such as construction of playgrounds, rest houses, other civic amenities, street lighting, levy of house tax, electricity tax, and the establishment of Town Committees.

Reference media, lists and catalogues

There are no contemporary reference media for these records. As far as lists and catalogues are concerned, there are 9 transfer lists which enumerate these files with their titles. One fears that these lists are not at all comprehensive. As far as records awaiting transfer are concerned, there are 3,100 files pertaining to the Local Government Department which await transfer to the State Archives at Tarnaka, Hyderabad.

CHAPTER VI

THE ARCHIVES OF THE NIZAM'S GOVERNMENT (UP TO 1948) AND THE RECORDS OF THE HYDERABAD STATE (1948 TO 1956) NOW UNDER APPRAISAL AND ACCESSIONING.

"*Hippocleides doesn't care*".

—HERODOTUS, The Father of History.
[484 B.C.—424 B.C.], *Histories*, vi. 129.4.

Prior to the formation of the State of Andhra Pradesh on 1st November, 1956, the records of the Government of Hyderabad pertaining to the period 1948 to 1956 were kept stacked in the various Departments of the Hyderabad State Secretariat in Saifabad, Hyderabad without cataloguing, indexing and listing. These records were not transferred to the Central Records Office in Erram Manzil, Hyderabad, either. The transfer of these records of the Hyderabad State was taken up only after the formation of the State of Andhra Pradesh in 1956, especially after the Andhra Pradesh State Archives Department was set up in 1956. It was Dr. V. K. Bawa who (as Director of State Archives) first went into this important matter as early as 1961-62.

A separate section was formed in the Revenue Department of the Andhra Pradesh Government's Secretariat as early as 1957, for the purpose of transferring the aforementioned records. The main function of this section was to carefully scrutinize these records of the Hyderabad State, and list and weed out the ephemeral and non essential items and earmark such records for destruction. After the weeding-out was done, this section was also expected to separate into various categories the records meant for preservation, and send them along with the lists to the State Archives. Not much was achieved as the staff of this section were not fully conversant with principles of archival retirement and records management,—especially scientific appraisal. Subsequently, the Interim Repository, a wing of the State Archives Department was set up in the Andhra Pradesh Government Central Secretariat, Saifabad, Hyderabad, in the middle of December 1963. The weeding section of the Revenue Department which was known as Revenue (Elimination) Department, functioned up to 15th July, 1978. All the records of the Revenue Secretariat and the Revenue Department of the Government of Hyderabad was scrutinized, listed, weeded out and then handed over to the Interim Repository of the State Archives Department in the Secretariat, Hyderabad.

The total number of Revenue Department records transferred is 38,195 files and 1,82,705 fly-leaves which give the subjects and bare particulars (abstracts of details) of destroyed files and papers. These records and fly-leaves mainly relate to the period of the Nizam's

Government from 1280 Fasli to 1358 Fasli (1870 to 1948 A.D.). A number of files also pertain to the period of the Hyderabad State from 1948 to 1956 A.D.

The Interim Repository in the Secretariat has received Revenue Department records of the erstwhile Nizam's Government (up to 1948) and also of the former Government of Hyderabad State (1948 to 1956) not only from the Revenue Department of the Andhra Pradesh Government Secretariat, Hyderabad, but also from the Board of Revenue, Andhra Pradesh, Hyderabad (now the office of the Commissioner of Land Revenue, Andhra Pradesh, Hyderabad).

The total number of records of the Government of the erstwhile Indian State of Hyderabad which have been received comprises of 17,335 files and 52,532 fly-leaves of the period 1280 Fasli to 1356 Fasli, and records are being received even now. These records consist of the archival holdings of the *Subedari* of Medak [the establishment of the Commissioner (*Subedar*) of Medak Division], and the estate records of the *Paigahs* of Nawab Khurshid Jah and Nawab Sir Asman Jah, and the estates of Maharaja Sir Kishen Pershad Bahadur, Raja Shiv Raj Bahadur and Raja Shamraj Bahadur, and these all relate to the period 1880 to 1949 A.D. The total number of all records received is 71,269 files (archives) and 59,613 fly-leaves of destroyed records. These records are written in Persian, Urdu, Telugu and English.

The Interim Repository of State Archives has also received records from three other Secretariat Departments, *viz.*, the Finance Department, the Home Department and the Health, Housing and Municipal Administration Department. All the records of the Home Department of the Secretariat have not been transferred despite reminders. The present author in his capacity as the Director of State Archives had occasion to raise this matter about bureaucratic delays and red tape in the matter of transfer of records to the State Archives personally with the then Chief Secretary to Government, and with the then Second Secretary of the Home Department, in December 1978, but that does not seem to have had much effect. Sowehow, the officers as well as the members of the staff of the secretariat departments seem to prefer to keep on their tables and side-racks a large number of non-current files and records. This queer tendency to keep large stocks of archival holdings in the sections of the departments which are supposed to expeditiously attend to current files, only encourages rodents and other pests besides causing serious accommodation shortage in the secretariat sections where there is not much moving space or even elbow room for the staff. As a result secretariat departments and sections look like record rooms, and current files are getting considerably delayed for months together, besides the resultant inconvenience to the members of the staff themselves.

Most of the Home Department's records have been dumped in a huge heap in the Interim Repository without classification and weeding, and without even perfunctory indexing. The Interim Repository had

written to the Home Department in February, 1978 to hand over all their non-current records to the Interim Repository in proper shape after weeding, and on 11th August, 1978 the Home Department had replied that a record-weeding section was being formed with effect from 1st September, 1978 for indexing and also for weeding out unnecessary records, and to transfer the useful records to the State Archives. The Home Department's weeding section did commence its work on the stipulated date, *viz.*, 1st September, 1978, and the weeding work is stated to be in progress.

The records of the Home Department of the former Government of Hyderabad which were weeded and kept in the Interim Repository of State Archives have been transferred on 3rd January, 1978 to the main Archival Repositories of the Andhra Pradesh State Archives in Tarnaka, Hyderabad. These records are in Persian and Urdu.

During the period 1st April, 1978 to 31st March, 1979, the following records were received from the Home Department (Secretariat) and the Board of Revenue/Commissioner of Land Revenue, and accessioned:—

Home Department: Files marked for Retention: 2,170 files; Fly-leaves of destroyed files/records: 1,326 fly-leaves; and files marked for destruction: 13,850 files.

Board of Revenue (*Commissionerate of Land Revenue*):

(*i*) Nawab Fakhr-ul-Mulk's Estate: 174 bundles of files and 9,637 fly-leaves.

(*ii*) Nawab Kamal Yar Jung's Estate: 222 bundles of files and 11,892 fly-leaves.

(*iii*) Nawab Mehdi Jung's Estate: 31 bundles of files and 2,096 fly-leaves.

The total number of files and papers thus received and accessioned in this important bunch of archival holdings from the record rooms of the Board of Revenue (now office of the Commissioner of Land Revenue) aggregate to 427 bundles of archives, and 23,625 fly-leaves. These documents are now being archivally appraised, classified and scrutinized for weeding and archival preservation.

The periods to which this extremely valuable Revenue archival material pertains to, are as follows:—

(*i*) Nawab Fakhr-ul-Mulk's Estate files: 1300 Fasli to 1359 Fasli. (1890-1949 A.D.).

(*ii*) Nawab Kamal Yar Jung's Estate files: 1301 Fasli to 1357 Fasli. (1891-1947 A.D.).

(*iii*) Nawab Mehdi Jung's Estate files: 1298 Fasli to 1356 Fasli. (1888-1946 A.D.).

The transfer of a major portion of these records and archives was due to the personal efforts of the present author (when he was the Director of State Archives) thanks to the ready co-operation of the then Commissioner of Land Revenue, Andhra Pradesh Government, Shri Mangalore Ramakrishna Pai, I.A.S., who is one of the few officers in the present day administration with a rare administrative acumen and perception, besides a keen awareness of the importance of optimum Record Retirement Practice and archival scientific records classification and appraisal systems.

The Andhra Pradesh State Archives and its various branch regional offices are having copies of all the official gazettes of the Nizam's Government from 1870 A.D. to 1948 A.D., the Gazette of Hyderabad State from 1948 to 1956, the Fort St. George Gazette (Madras) from 1858 (regular series) onwards, and the official gazettes and district gazettes of the Madras Presidency, the Madras State, the Andhra State, and the State of Andhra Pradesh. The first ever Government Official Gazette of the Nizam's Government in the Indian State of Hyderabad was printed and published by the Government Central Press, Hyderabad, in 1870 *viz.*, the Nizam's (Hyderabad) Government Gazette No. 1, dated 1st *Mehar,* 1280 Fasli (1870 A.D.) which was in Persian. In 1975, I was shown the original file copy (office copy) of the aforesaid first issue of the Official Gazette of the Hyderabad Government by Shri V. Narayana Rao, Director of Printing, in the Government Central Press. This is an interesting document. A facsimile of the said Gazette dated 1st Mehar 1280 Fasli has been reproduced in the Printing Department's superb Centenary Celebration (25th January, 1980) Souvenir brought out by Shri V. Anandarau, I.A.S., Director of Printing, Andhra Pradesh Government (Hyderabad: January 1980). The Nizam's Government entrusted the Government Central Press, Hyderabad, with the regular work of printing the *Jarida* or the official gazette from 1876 A.D. onwards.

ANNEXURE "A" TO CHAPTER VI.

ANNEXURE "A" TO CHAPTER VI.

Detailed Statement showing all categories of archives/records of Secretariat Departments and the Board of Revenue of the Nizam's Government (1880-1948) and the Government of Hyderabad (1948-1956) (with description) preserved in the Interim Repository of State Archives, Andhra Pradesh Secretariat, Saifabad, Hyderabad (*as on the 22nd April*, 1977).

Sl. No.	*Categories of archives and records with names of the Departments*	*Period (Christian Era)*	*Total number of items*	*Language of archives and records*	*Nature of items (whether archives/records, books or otherwise)*
(1)	(2)	(3)	(4)	(5)	(6)
	Secretariat Departments:				
1.	Finance, Revenue, Home and Health, Housing and Municipal Administration Department. ..	1880 to 1956	86,435 3,28,653	Persian, Urdu and English.	Files. Fly-leaves.
2.	Passports of General Administration Department. ..	1950 to 1956	1,050	English.	Files.
3.	Miscellaneous Registers, *etc.*, *i.e.*, Indexing and Inward and Outward Registers of various Secretariat Departments. ..	1890 to 1956	1,924	Urdu and English.	Registers.
4.	Gazettes and Chicket books ..	1881 to 1956	22,190	Persian, Urdu and English.	Official Government Gazettes and chicket books.

5.	Printed books, Manuals and Reports of various Secretariat Departments.	1901 to 1956	4,069	Telugu, Marathi, Kannada, Urdu and English.	Printed material (books, booklets). and pamphlets).
	Board of Revenue:				
6.	(*a*) The *Subedari* of Medak. [The records of the Commissioner (*Subedar*) of Medak Division]. ..	1880 to 1949			
	(*b*) The records of the *Paigah* Estate of Nawab Sir Khurshid Jah. ..	1895 to 1945	59,613	Persian, Urdu and English.	Files.
	(*c*) The records of the Estate of Maharaja Sir Kishen Pershad Bahadur	1900 to 1929	55,156	Persian, Urdu and English.	Fly-leaves
	(*d*) The records of the *Paigah* Estate of Nawab Sir Asman Jah ..	1850 to 1925			

ANNEXURE "B" TO CHAPTER VI

Detailed Statement showing all categories of archives/records of Secretariat Departments and the Board of Revenue of the Nizam's Government (1880-1948) and the Government of Hyderabad (1948-1956) (with description) preserved in the Interim Repository of State Archives, Andhra Pradesh Secretariat, Saifabad, Hyderabad (*as on the 5th August* 1978).

Sl.No.	*Categories of archives and records with names of the Departments*	*Period (Christian Era)*	*Total number of items*	*Language of archives and records*	*Nature of items (whether archives/records, books or otherwise)*
(1)	(2)	(3)	(4)	(5)	(6)
	Secretariat Departments:				
1.	Finance, Revenue, Home and Health, Housing and Municipal Administration Departments: ..	1860–1956	90,272	Persian, Urdu and English.	Files.
2.	Passports of General Administration Department: ..	1950–1956	4,12,207	English	Fly-leaves, Files.
3.	Miscellaneous Registers, *etc.*, *i.e.*, Indexing and Inward and Outward Registers of various Secretariat Departments: ..	1890–1956	1,050	Urdu and English.	Registers.
4.	Gazettes and Chicket books: ..	1881–1956	22,190	Persian, Urdu and English.	Official Government Gazettes and chicket books.

5. Printed books, Manuals and Reports of various Secretariat Departments: ..	1901–1956	4,069	Telugu, Marathi, Kannada, Urdu and English.	Printed material (Books, booklets and pamphlets).
Board of Revenue:				
6. (*a*) The *Subedari* of Medak [The records of the Commissioner (*Subedar*) of Medak Division] ..	1880–1949			
(*b*) Estate records of Sir Khurshid Jah's *Paigah*	1895–1945			
(*c*) Estate records of Sir Asman Jah's *Paigah* ..	1850–1925	59,613	Persian, Urdu and English.	Fly-leaves.
(*d*) Estate records of Sir Kishen Parshad Bahadur. ..	1900–1929	71,269	Persian, Urdu and English.	Files.
(*e*) Estate records of Raja Shivraj Bahadur ..	1870–1930			
(*f*) Estate records of Raja Sham Raj Bahadur ..	1870–1930			

CHAPTER VII

Family papers and private archival collections

"History is the essence of innumerable biographies."
—THOMAS CARLYLE [1795-1881], *On History.*

1. The Salar Jung Collection

Origin and History

This office received in 1956 about 15,000 papers from the Estate Committee of Salar Jung. The name given to this collection, *viz.*, "The Salar Jung Collection", is only suggestive of the custody in which papers had been lying. Some of them were written by the rulers of the Asaf Jahi Dynasty and others by State personalities, and addressed to the Governors-General of India, high officials of the East India Company, British Residents, and other dignitaries belonging to both British India and the Hyderabad State. Papers of political, official and miscellaneous nature are all to be found in this collection.

As several scions of this illustrious family held the high position of *Diwan* or Prime Minister* of Hyderabad State for long periods almost consecutively, the papers are of a varied nature and rich in information. Sir Salar Jung I, assumed charge as Prime Minister in 1853. He continued as Prime Minister till his death in 1833. This family gave two more Prime Ministers to the Asaf Jahi throne. One was Sir Mir Laiq Ali Khan, Salar Jung II (1884-1887) and the other was Mir Yusuf Ali Khan, Salar Jung III (1912-1914).

It was but natural that this old family of *Diwans* should have had in their possession various papers of great significance. They throw light on the relations of the English with the French in India, the jubilation of the English on the dismissal of the French forces from Hyderabad, the treaties with Mysore, the relations of the Nizam with the Nawab of the Carnatic and the Marathas, arrangements made for the Hyderabad contingent army, correspondence with Tipu Sultan of Mysore, appointments of the British Residents, and the correspondence between the Governors-General and the Residency on the one hand and the nobles and Ministers of Hyderabad on the other. Persian was the official language of the State then, and naturally most of these papers are in Persian, though some are found written in Urdu as well as some in English. There are some French papers also.

Types of papers and details

There are various types of papers. It is not possible at this stage to describe each type separately as the papers have not yet been properly registered, classified and separated.

**Madar-ul-Maham.*

This collection consists of nearly 15,000 papers dating over a wide span of time from 1720 to 1945 and covering the rule of the following Asaf Jahi rulers:—

(1)	The Nizamul-Mulk Asaf Jah I	1724–1748
(2)	Nasir Jung	1748–1750
(3)	Muzaffar Jung	1750–1751
(4)	Salabat Jang	1751–1762
(5)	Nizam Ali Khan, Asaf Jah II	1762–1803
(6)	Sikander Jah, Asaf Jah III	1803–1829
(7)	Nasir-ud-Daula, Asaf Jah IV	1829–1857
(8)	Sir Afzal-ud-Daula, Asaf Jah V	1857–1869
(9)	Sir Mir Mahboob Ali Khan, Asaf Jah VI	1869–1911
(10)	Sir Mir Osman Ali Khan, Asaf Jah VII	1911 onwards

Subject content and sampling

A few specimens are given to illustrate the richness and varied range of these documents.

(*i*) There is a document, dated 1st *Shaban,* 1214 A.H. (1799 A.D.) addressed to Abdul Lateef, the *vakil* on behalf of the Nizam, Nawab Nizam Ali Khan and his Minister, Arastu Jah at the Court of the Governor-General of British India in Fort William, Calcutta. Commanded by Asaf Jah II, Arastu Jah had sent a sum of Rs. 20,000 (Rupees twenty thousand) for an entertainment to be given to the Governor-General in honour of the wedding of Nawab Sikander Jah, who later succeeded his father as the third Asaf Jah. Abdul Lateef was asked to spend half the amount for a banquet and the remaining amount to purchase robes and jewellery to be presented to the Governor-General.

(*ii*) There is another document which relates to a period immediately after the Nizam had entered into Subsidiary Alliance with the British. In this letter the Governor-General the Earl of Mornington (later the Marquess of Wellesley) has expressed his indebtedness to the Nizam for showing due regard to the suggestions of the British to disband the French Legion of French India under Monsieur Perron and get it replaced by a detachment of the John Company's troops as palace guards (Ac. R. No. 7870).

(*iii*) There is a communication from the acting Governor-General Sir Alured Clarke to Nizam Ali Khan, Asaf Jah II. It contains expressions of goodwill and gratitude and desires the continuation of such mutual cordial relations. Further the Governor-General is pleased to learn that the Nizam's *Diwan,* Azamul-Umara, was directed to discuss and settle many outstanding affairs between the two Governments, with the Resident, Hashmat Jang Kirkpatrick. The Governor-General of India expressed the hope that through the discussions, all differences and misunderstandings could be resolved (Ac. R. No. 7869).

(*iv*) There is a memorandum from Tipu Sultan reminding Azamul-Umara, the *Madar-ul-Maham,* about the restitution of certain districts originally belonging to Tipu Sultan.

(*v*) There is a Persian translation of the letter sent by His Majesty King George III of Great Britain and Ireland, Defender of the Faith, in reply to a letter* of Asaf Jah II, the Nizam-ul-Mulk Mir Nizam Ali Khan.

In the aforesaid letter, dated May 13, 1790 A.D. (Ac. R. No. 7868) George III gratefully acknowledges the present of a diamond ring, sent by the Nizam of Hyderabad, Nizam Ali Khan through Warren Hastings and appreciates the sentiments which lay behind the gift. As a token of amity and friendship, the British monarch in return sent certain choice articles representing the arts and crafts of England to Nizam Ali Khan.

(*vi*) There is a memorandum from the Nizam to Mir Alam which indicates that among the representatives of the Allies, Mir Alam on the part of the Nizam, Lord Cornwallis on the part of the English, and Haripant Phadke on the part of the Marathas, met at Bangalore and devised plans for the collective campaign against Tipu Sultan of Mysore and also discussed schemes of laying siege to the impregnable fort of Srirangapatnam (Seringapatam).

(*vii*) There is a copy of a translation in Persian of the communication from the Ottoman Sultan, Salim III of Turkey, to Tipu Sultan. This epistle is dated 8th *Rabi-ul-akhir,* 1213 Hijra (1798). The East India Company, through the good offices of the Ambassador Ext•aordinary and Plenipotentiary of Great Britain at Constantinople, succeeded in securing from the Caliph and the Head of the Moslem world, Emperor Salim III, a communication advising Tipu Sultan to break off relations with the French, the avowed enemies of Islam, and to join hands with the British, the friends and allies of the Sultan.

(*viii*) There is a copy of the communication, dated January 16, 1799 addressed to Tipu Sultan, in which the Governor-General, the Earl of Mornington (later the Marquess of Wellesley) refers to the *Farman* issued by the Caliph of Islam, the Sultan of Turkey, His Imperial Majesty Salim III, denouncing the French as enemies of the Islamic faith and to the personal communication addressed by Emperor Salim III to Tipu Sultan himself. After paying tribute to Sultan Tipu's zeal for the Islamic religion, the Turkish sovereign as the Caliph of Islam urges Tipu Sultan to give careful thought to the consequences that will follow if he gave no heed to the Imperial Turkish advice that the machinations of the French who were out to destroy the Islamic faith would prove fatal to Tipu.

Recapitulating Sultan Salim's remarks about the perfidy of the French, Marquess Wellesley expresses surprise that the advice given by the Caliph and Head of the Moslem world has yet had no effect on Tipu Sultan who has the reputation of being a devout Moslem.

* This letter of Nizam Ali Khan to George III is an original document in the State Archives with Ac. R. No. 7987.

There are only lists of envelopes giving references to the letters contained in them. There are no contemporary reference media or lists for this part of the collection.

2. Panchakki Collection

Origin and History

This collection was transferred to the Andhra Pradesh State Archives from the *Dargah* (shrine) in Aurangabad as a result of the efforts of the Regional Historical Records Survey Committee.

Baba Shah Musafir who died in 1709 was one of the most celebrated *Naqshbandis* (a class of Sufi Saints) of Aurangabad. He had settled down to an austere and monastic life and was visited by various eminent persons who reconstructed his dwelling with more substantial materials and also added to it a school, a travellers' bungalow and a system of water supply with cisterns and fountains, which complex is commonly known as Panchakki *Dargah*.

He was followed by a number of pious successors who not only led a life of celibacy and seclusion but also set an example and guided their followers in the affairs of the wordly life too. Many of the letters relate to Shah Mahmood who was one of the most conspicuous followers of Baba Shah Musafir (1060-1126 Hijra)*.

Types of papers

There are 2,074 letters in Persian and 886 in Marathi written in the Modi script. Most of the letters are addressed to Shah Mahmood personally. There are *Akhbarat-e-Derbari* written on three sheets of paper for the month of *Safar* and there are papers that document the events at the court of the Nizam, Nizam-ul-Mulk Asaf Jah I. These *Akhbars* throw light on the relations of Nizam-ul-Mulk with Nadir Shah, and the arrival of Nadir Shah's representatives with some money to the court of the Asaf Jah and the Nizam-ul-Mulk's going forthwith Pomp to receive it. Further there is a mention of the visit of Bapuji Naik, a Maratha *Sardar,* to the court of Asaf Jah and the honours bestowed upon him. There are also letters from Balaji Baji Rao Pandit Pradhan (1740-1761) and Malhar Rao Holkar (1728-1764) all addressed to Shah Mahmood. This collection comprises a great number of letters in Persian and Marathi written by the followers and believers of Shah Mahmood, Shah Sayeed, and others.

As the whole collection has not yet been registered, the details of class, quantity and chronological limits of each class cannot be given. But some information in this regard is given below:—

*1643-1709 A.D.

PARTICULARS OF THE PANCHAKKI COLLECTION

Sl.No.	Subject and Archival category	No. of papers	Year: From — Hijra	Year: From — A.D.	Year: To — Hijra	Year: To — A.D.
1.	Letters to Shah Mahmood.	51	12/5 —1124	1712	11/7 —1166	..
2.	Letters to Shah Mahmood.	14	—1124	1712	—1155	1742
3.	From Shah Mahmood to others	110	—1156	1743	—1156	1743
4.	To Babu Rao Chandeer Lahori	101	—1172	1758	..	..
5.	Letters to Shah Mahmood	26	23/8 —1172	1758	9 —1174	1760
6.	Letters to Shah Sahib	40	21/5 —1172	1758	7/10 —1172	1758
7.	Letters to Shah Mahmood	118	5 —1161	1748	12/10 —1170	1756
8.	Letters to Shah Mahmood	93	25/5 —1155	1742	8/7 —1170	1756
9.	Letters to Shah Mahmood	60	21/12 – 1158	1745	12/10 – 1159	1746
10.	From Shah Mahmood to others	21	..	..	..	..
11.	Letters to Shah Mahmood	680	14/1 —1156	1743	3/11 —1174	1760
12.	Letters to Shah Mahmood	440	10/2 —1154	1741	15/4 —1210	1795
13.	Letters to Shah Mahmood	60	12/8 —1156	1743	..	..
14.	Letters to Shah Mahmood	60	17/3 —1124	1712	1/7 —1129	1814
15.	Letters to Shah Mahmood	60	27/4 —1126	1714	12/11 —1240	1824
16.	Letters to Shah Mahmood	80	..	..	..	..
17.	Letters to Shah Mahmood	60	25/4 —1157	1744	..	..
		2,074				

The quantity of papers is 2,960 of which there are 2,074 Persian documents which are detailed above, and 886 documents in Marathi in the Modi script. The period covered is 1124 to 1240 Hijra which dates correspond to the period 1707 to 1823 A.D.

As far as contemporary reference media are concerned, it has to be stated that there are lists of papers showing subjects, number of papers and year. But these are neither comprehensive nor complete.

3. Rajendra Collection

(Also designated as the Gangakhed Papers)

Origin and background

This collection was acquired from the *Devdi** of Rani Sitabai Sahiba (well-known as Raja Raghottam Rao's *Devdi*) at Shah Ali Banda near Char Minar in Hyderabad City and from Gangakhed (now in Maharashtra State) between 1949 and 1952.

These papers are the family archives of the Gangakhed *Jagirdars*, called the Rajendras. The Rajendra family of Gangakhed rendered valuable services to the Asaf Jahi kingdom. The earliest known ancestor of this family was Balaji Pant who served under the Nawab of Kurnool. However, it was Haibat Rao Gopal (1803) who came into limelight during the reign of Nawab Nizam Ali Khan (1762-1803).

Haibat Rao Gopal appears to have been introduced at the court of the Nizam through the good offices of the Rai Rayan brothers, *viz.*, Dhondaji Shanker and Nanaji Shankar. He was posted as *Akhbar-navis* (news-writer) at Purandhar (in the present Pune district) about May 1774 and he fulfilled his duties most efficiently for a number of years. He was at the head of the establishment of news-writers at Poona, which was the capital of the Marathas, and the scene of intense political and diplomatic activity. Nawab Nizam Ali Khan had to keep himself in touch with the day-to-day happenings in the *Peshwa's* Court there, and for this reason constituted at Poona a regular diplomatic establishment of news-writers.

Haibat Rao Gopal was granted the *jagir* of Gangakhed in the Parbhani district. His son Raghottam Rao (1804) assumed the duties entrusted to his father long before the latter's death. He also acted as *Peshkar*. For a brief period before his death, he had come under the displeasure of the Nizam. Raghottam Rao was made *Peshkar* and given the title "Rajendra" by Nawab Nizam Ali Khan in about 1796. He appears to have been virtually in charge of the foreign affairs of the Hyderabad State during this period. Raghottam Rao's son, Gopal Rao (born in 1781) was also an erudite scholar in Persian, Marathi and Sanskrit, and was a realized soul who was greatly respected for his simplicity and noblity of character. He rose to a position of honour in the time of Mir Mahboob Ali Khan Asaf Jah VI (1869-1911). He was the Nizam's personal physician.

* *Devdi*: palace.

This collection is unique and comprises of 50,187 Marathi documents and 21,050 Urdu and Persian documents, consisting of *Akhbarat* (news-letters), Treaties, Agreements, Letters, *etc*. The larger proportion of these documents is in Marathi. The other documents are in Urdu and Persian with a sprinkling of English and Hindi documents.

Types of papers: Marathi

The analysis of the Marathi papers is given below:—

(1) *Akhbars* (news-letters) or *khabars* (*bakhar* in Marathi).

(2) Political letters, anecdotes, *etc*.

(3) Private family correspondence (relating to the family of Raja Raghottam Rao) useful for economic and social history.

(4) Major account papers comprising of *Salzhada* (annual accounts), *Dehezhada* (accounts of *Jagir* villages *etc*.), and those relating to *Chauth*[1], *Sardeshmukhi*[2], *etc*.

(5) Minor account papers including promissory notes, money receipts, *hundies* (Bills of Exchange), *etc*.

(6) Miscellaneous papers such as *Rahadari* permits, *Dastaks*, inventories, *etc*.

(7) Sanskrit (pre-classical and classical) manuscripts.

(8) Manuscripts and scrolls relating to Astrology.

(9) Marathi *Bhajans* and sahasranamas*† in scroll form.

(10) Hindi *Bhajans* and *sahasranamas* in scroll form.

(11) Lac impressions of seals.

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1. *Chauth* — one-fourth of the land revenue to be collected from any region under the control of the Maratha Empire or the Maratha Confederacy. This was for the first time demanded by Shivaji at the time of the Treaty of Purandhar which he concluded with Mirza Raja Jai Singh in 1665 A.D.

2. *Sardeshmukhi* — this was an old right equal to one-tenth of the revenue due to be paid to the *Deshmukhs* who, under the *Qutb-Shahi* kings, were the revenue collectors. Emperor Shivaji also asserted this right along with *Chauth* on lands which were outside the territories included in his kingdom. (These were called *Swaraj* while the lands outside it were named *Mughlai*.)

(For a discussion on *Chauth*, *Sardeshmukhi*, and the Maratha revenue collection system, please see *The Gazetteer of India (Vol.II)—History and Culture*, pages 372—373.)

* *Bhajan*—a prayer or litany addressed to a Hindu deity.

† *Sahasranamas*—a liturgical composition containing around, 1,000 names of any god, goddess or deity, in Hinduism.

Subject content and sampling

The political papers shed light on the tragic death of Srimant *Peshwa* Madhava Rao II (1774-1796) and the events that followed. The episodes covered are the efforts of Nana Farnavis to adopt a successor to the *Peshwa's* throne, the machinations of Baji Rao II (1796-1818) to overthrow the influence of Nana Farnavis, his ultimate succession to the *Peshwaship,* and the disorderly rule that followed his succession. These documents also describe the diplomatic activities that went on between the Nizam's Court at Hyderabad and the *Peshwa's* Court at Poona and throw sidelights on incidents like Ali Jah's rebellion, matters relating to *Chauth* and *Sardeshmukhi,* the diplomatic affairs of the Nawab of the Carnatic, *etc.*

There are also documents such as accounts, *etc.,* useful for reconstructing the economic and social history of the period. There are a few English documents and quite a number of Hindi and Marathi scrolls, which are in the nature of literary and poetical compositions and a few metaphysical manuscripts in Sanskrit.

A random sampling of the Marathi documents is given below:—

Serial No.	*State Archives Accession Register No.*	*Synopsis*	*Date (Gregorian Calendar)*
(1)	(2)	(3)	(4)
(1)	B 30	A bilingual (Persian and Marathi) *Sanad,* being the oldest document discovered in the collection of Raja Raghottam Rao, recording the transfer of the *Kulkarnigiri* of Warur to Krishnaji Niloji from the *Deshpande* of the aforesaid village.	November 25, 1672
(2)	B 1	A tripartite treaty between the English East India Company on one side and the *Peshwa* Madhava Rao II (1774-1796) on the other side pledging military collaboration on the eve of the Third Mysore War (1790-1792).	June 1, 1790.
(3)	B 17	An *Akhbar* from Poona which narrates the crowded events of the period, particularly the feasts and rejoicings organized at Poona to celebrate the victory of Kharda. The death of Ahalya Bai Holkar (1765-1795) at Maheshwar on 27th *Muharram,* 1210 A.H. is also reported.	1795

(1)	(2)		(3)	(4)
(4)	B	216	A letter which gives a frightful account of the rapine and desolation caused by the Pindari hordes in Rakshabhuvan, Gevrai, Shevagaon, Paithan and other places. Scores of women are reported to have drowned themselves in a well to preserve their chastity and to save themselves from rape.	October 26, 1802
(5)	B	5	A political letter which gives important news of events on the eve of the departure of Baji Rao II (1796-1818 from Suvarnadurg to Vasai (Bassein) and Salsette Island (Bombay).	.

There are no contemporary reference media for this collection. Some 1,100 documents consisting of *Akhbars* (news-letters) and miscellaneous papers have been entered in a register giving the date of each document.

Types of papers: Urdu and Persian

This collection contains an assortment of:—

(*i*) Treaties, engagements and covenants between Nizam Ali Khan, the Rao Pandit Pradhan, and the Resident.

(*ii*) Political correspondence between the Nizam, the *Peshwa* Rao Pandit Pradhan, Marquess Wellesley, and James Kirkpatrick, the British Resident at Hyderabad.

(*iii*) Military despatches relating to the *Qila-i-Arak* or the Arak Fort (Aurangabad), list of British servants in the service of the native States, Assessment of military forces, *etc*.

(*iv*) *Sanads—Jagir, Inam, Altamgha,* copies of *Siyahas,* copies of *Sanads*.

(*v*) *Akhbars*—From the Arak Fort of Aurangabad, proposals of friendship between the Rao Pandit Pradhan and Mr. Ballot.

(*vi*) Descriptive rolls of men and horses in the army.

(*vii*) Lease deeds and contracts.

(*viii*) Agreements, bonds, *etc*.

(*ix*) Acquittance rolls of income and expenditure.

(*x*) Papers of economic importance such as market rates, price movements, *etc*.

(*xi*) Papers useful for social and socio-economic study of those times.

Subject content and sampling

As the papers are not accessioned in a register or classified properly, the class, quantity and chronological limits of each class cannot be given with any definiteness. The oldest document dates back to 1672, the royal period of Maratha history as distinct from the period of the *Peshwas,* and the latest documents touch the period of Nawab Sir Mir Osman Ali Khan Bahadur.

A random sampling of the documents is given below:—

(1) Schedule of rates of grain, pulses, sugar, ghee, *etc.*, governing the market on the far side of the river Musi, dated 5th *Rabi-ul-akhir,* 1214 (1799). (A.R. No. 8030).

(2) Copy of *Parwana* of Umdatul-Mulk Bakshi-ul-Mumalik, Amanat Khan of *Subah* Deccan, dated 19th *Rabiul-awwal,* 7th Regnal year (1719) of Emperor Farrukhsiyar (1713-1719), regarding payment of *Peshkash* by Raja Shahu. (A.R. No. 6333).

(3) Permit exempting transit duties granted by Nawab Saadat Ali Khan (of Oudh) (1798-1814) to Rai Haibat Rao of Hyderabad, who was proceeding to Allahabad and Banaras for bathing in the Ganges, order dated 21st *Ramazan,* 1212 H.—7th March, 1798 A.D. (A.R. No. 7807).

(4) Copy of the Residency Memorandum (undated).

A memorandum, probably addressed to Raja Raghottam Rao, who was *vakil* of Nawab Arastu Jah, *Madar-ul-Maham* of Hyderabad (1797-1804). Referring to a previous talk on the issue, the Residency requests the Minister for adequate traffic arrangements on the Saroornagar route, while the Resident is out on pleasure drives. (A.R. No. 8018).

(5) The Residency reports to Raja Raghottam Rao that the customs staff stopped and searched the palanquin carrying the Resident's wife. The Residency requests the *vakil** to report this incident to the Minister to enable the lady to pass those posts without hindrance in future, and requests compliance; dated 2nd *Zilkada,* 1215 H., 1801. (A.R. No. 8019).

(6) Letter from Arastu Jah Azamul-Umara (the *Diwan* or Prime Minister of the Nizam, Nawab Nizam Ali Khan Bahadur) to Raja Raghottam Rao, dated 1210 A.H. (1795-96). Arastu Jah was held as a hostage by the *Peshwa* at the Court of Poona as a sequel to the Battle of Kharda. He writes to Raja Raghottam Rao, *vakil** of the Nizam that Daulat Rao Scindia has paid to visit to Sadasiv Malhar Rao and subsequently appointed him as *Diwan,* an act contrary to the understanding reached between the Nizam's Minister and the Scindia. (A. R. No. 8010).

There are no contemporary reference media. There are also no arts of archives or catalogues for this collection.

* *Vakil*—Advocate, legal counsel, or legal functionary.

Here *Vakil* means diplomatic representative or plenipotentiary

CHAPTER VIII

THE RECORDS OF THE MADRAS PRESIDENCY, THE MADRAS STATE, THE ANDHRA STATE, AND THE STATE OF ANDHRA PRADESH

"*All the world's a stage,*
And all the men and women merely players:
They have their exits and their entrances;
And one man in his time plays many parts
His acts being seven ages."

—WILLIAM SHAKESPEARE [1564-1616], "*As You Like It*", 139.

On the formation of the State of Andhra in 1953, the Governments of Madras and Andhra agreed to separate all such records which purely pertain to the Andhra districts of the erstwhile Madras Presidency and the Madras State for the period 1920 to 1953. The records thus separated and furnished to the Andhra State formed the nucleus of the Andhra Record Office at Kurnool. Later under the States' Reorganization Act, 1956, the territories of the Telugu-speaking districts of the erstwhile Hyderabad State were merged with Andhra State and the State of Andhra Pradesh was formed in 1956, fulfilling the age-old aspirations of the Telugu-speaking people to have a *Visala Andhra* State. For the first time perhaps after the times of Andhra Maha Vishnu and that of Gautamiputra Satakarni (82-106 A.D.), the mighty Satavahana emperor of the ancient Andhra empire of the first century A.D., all Telugu-speaking territories came under one political entity when the State of Andhra Pradesh was formed in 1956 in independent India.

The records relating to the Andhra State covering the period 1953-56, and the records of Andhra Pradesh up to 1959 are received and preserved in the State Archives. All records of the Secretariat Departments and Board of Revenue are due for retirement to the State Archives after they are five and ten years old respectively. This is the archival retirement principle being followed in this State today.

The historical development of each department whose records were separated and transferred from the Madras Central Record Office to the Andhra Records Office, Kurnool, and later to the State Archives of Andhra Pradesh is not attempted here. In the present Chapter, an effort has been made by the present author to give a general idea and some indications about the nature and range of subjects dealt with in each of the departmental categories of records and such other particulars about which information is available.

SP/368—19

1. PUBLIC DEPARTMENT

Origin

The records of the Public Department in the State Archives consists of recorded Government Orders (G.Os.) covering the period 1920 to 1952 and printed Proceedings covering the period 1857 to 1939. These formed part of the records of the Madras Government and came into the custody of the Andhra Pradesh State Archives on the merger of the Andhra Record Office at Kurnool with the Central Record Office at Hyderabad in 1956. The records of the Public Department consist of Government Orders (G.Os.) and printed Proceedings. The records are in English.

Detailed particulars

Sl.No.	*Class of papers*		*Quantity (number of files)*	*Chronological limits*
1.	G.Os.:			
	Public Department		9,433	1920–1952
	Public (Political)		23	1920–1936
	Public (Police)		642	1930–1936
	Printed Proceedings:			
	Public Department	Monthly	280	1857–1939
		Quarterly	116	
		Half-yearly	36	
		Yearly	63	
	Public (Political)	Monthly	176	1857–1935
		Quarterly	58	
		Half-yearly	63	
		Yearly	63	
	Political and Foreign Department	Yearly	16	1901–1922

Subject content and sampling

The records of this department relate to the following cases:

Agency prisoners, their release, maintenance allowance, *etc.*, appreciation of services by loyalists, dramatic performances, Foreigners and enemy property and property of Missionaries, matters concerning Police firings, cases falling under the Press and Registration of Books Act—Riots and disturbances—sedition and other offences against the State, and the Public (Political) agitations.

Appointment of Public officials, Government Servants' Conduct Rules, establishment of staff in various departments, Service Associations, the Indian Civil Administrative Cadre, the I.C.S. Provident Fund, the I.C.S. (Non-European Members) Provident Fund, the I.C.S. and I.A.S. Rules, Convicts, matters relating to courts, various Acts of Legislature—their repeal repugnancy, *etc.*,—separation of the Judiciary

from the Executive, matters relating to (Indian) States outside, merger of (Indian) States within, matters relating to officers of the Indian Civil Service and the Indian Administrative Service Cadres borne on the Madras Establishment.

Matters relating to examinations—Board of Examiners—appointment of certain officers, questions and answers relating to matters of various departments, matters relating to Legislative Assemblies and Central Legislature, elections and bye-elections thereto, matters concerning agency areas—appointment of special staff in such areas for the welfare and general upliftment of these areas, *etc.*

The following is a random sampling of some of the cases:

1. The Military Department requested the Rayapuram Medical School to allow it to continue the use of a portion of the bullet factory buildings now occupied by it. Efforts to be made to sell or otherwise dispose of certain ordinance stores proposed to be stored in those buildings.

(Proceedings, dated 25th June, 1880, Nos. 86-93.)

2. Five copies of corrected lists of photographic negatives of the Ajanta Caves, Buddhist sculptures and Monumental antiquities, received from the Government of India, ordered to be deposited in the Government Central Museum.

(Proceedings, dated 3rd March, 1890—No. 169.)

Reference media

Printed Indices:

Public Department	34	1920-1953
Public (Police)	7	1929-1935
Public (Political)	16	1920-1935

2. Home Department

Origin

The records of the Home Department in the Andhra Pradesh State Archives consist of G.Os. covering the periods 1920-21 and 1936-52, printed Proceedings Volumes for the period 1916-1921 and 1937-40. In 1921, the Home Department was merged with the Public Department and revived in 1936. There are printed Indices for the period 1936-57. These formed part of the records of the Madras Government and came into the Andhra Pradesh State Archives on the merger of the Andhra Record Office, Kurnool, with the Central Record Office, Hyderabad, in 1956. The records of the Home Department consist of G.Os. and printed Proceedings. The records are in English.

Detailed particulars

Sl.No.	Class of papers		Quantity	Chronological limits
1.	Home Department G.Os.		15,630	1920–1921
2.	(*a*) Printed Proceedings (Miscellaneous)			
		(*a*) Monthly	54	1916–1921, 1937–1940
		(*b*) Quarterly	14	
		(*c*) Half-yearly	. .	
		(*d*) Yearly	5	
	(*b*) Judicial	(*a*) Monthly	. .	1916–1919
		(*b*) Quarterly	. .	
		(*c*) Half-yearly	. .	
		(*d*) Yearly	4	

Subject content and sampling

The records of the Home Department relate to the following cases:

Appointments—District Munsiffs, Sub-Judges—Clerical staff, Allowances paid to constables for special duty, General Provident Fund, Issue, renewal and cancellation of licences, as well as exemptions—in respect of cinematography, motor vehicles, public and private, sale of petroleum.

Appointments—District Munsiffs, Sub-Judges—Clerical staff, Public Prosecutors, Executive and Judicial Magistrates—Powers, jurisdiction, *etc.*, Jurisdiction of courts set up and abolition of lower courts, Village Panchayat Criminal Appeals, Criminal Revision petitions, *etc.*, cases of extradition, Prosecution of various types of offices—suppression of immoral traffic, Towns Nuisance Act—Marriages, Indian Christian Marriage Act, 1872, Explosive Substances Act, 1908, Prisons Act, 1894, Dangerous Drugs Act, 1930, and Rules, Indian Explosives Act, 1884, *etc.*

The following is a random sampling of some of the cases:—

1. Sanctioning the permanent inclusion of the Vaikunta Vaisaka Perumal temple at Manimangalam, Saidapet taluk, Chingleput district in the list of—selected for conservation, August 30, 1916, G.O. No. 102 (Mis.).

2. Conference—Adi-Andhra Conference held at Gudivada, Krishna district—Papers—Recorded. G.O. No. 106 (Ms.), January 26, 1921.

Reference media

Printed Indices—1937-53 and 1957.

3. Finance Department

Origin

The records of the Finance Department in the State Archives consist of G.Os. covering the period 1920-53. There are also printed indices for the period 1864-86, 1902-30 and 1937-49. These formed part of the records of the Madras Government and came into the custody of the Andhra Pradesh State Archives on the merger of the Andhra Record Office, Kurnool with the Central Record Office, Hyderabad in 1956. The records of the Finance Department consist of G.Os. and printed Proceedings. The records are in English.

Detailed particulars

Sl. No.	*Class of papers*	*Quantity*	*Chronological limits*
1.	Finance Department G.Os.	8,143	1920-1953
2.	Printed Proceedings		
	(*a*) Monthly	178	1857–1932
	(*b*) Quarterly	142	
	(*c*) Half-yearly	14	
	(*d*) Yearly	51	

Subject content and sampling

G.Os. under this department cover the following matters:

Special advances against cyclonic damages, passing of expenditure on famine relief, sanctioning of landing and shipping fund to various Port authorities, sanctioning of extra allotment for additional staff, contract contingencies, service postage and telegram charges. Report on audit irregularities, sanction of funds to the Archaeological Department for preservation of ancient monuments, forts and remains, sanction for land acquisition for the construction of post offices and public utilities, gratuity in special cases, pensions, compassionate allowances, compassionate gratuity, extra grant, invalidity pensions.

Work of Public Accounts Committee, Estimates Committee, Economy Committee, Retrenchment and Reorganization Committee, Rules and Regulations regarding pay, *etc.*, for pensions and public services, *etc.*

The following is a random sampling of some of the cases:

1. From the Commissioner for the revision of civil salaries, *etc.*, dated 22nd September, 1856, No. 604. The Commissioner forwards a Memo., containing his views on the subject of the introduction of

grades of salaries for Judges, Collectors and District Magistrates, other Magistrates, Joint Magistrates and Deputy Collectors, and requests the opinion of this Government on the question generally and if grades are to be introduced, whether they should be local or personal..........................(Fort St. George, Financial Constitution, 6th January, 1857).

2. Communicating the sanction of the Government of India to the payment of a gratuity of Rs. 800 to Mr. T. C. D. Rozario, late Examiner of Correspondence and Record-Keeper in the Sanitary Commissioner's Office, Madras....................................(G.O. dated 9th March, 1871, No. 95, Index Nos. 9-10).

3. Contract Contingencies—Collector of Nellore district—Raised by Rs. 4,180 for the rest of the quinquennium and a further of Rs. 1,500 sanctioned in the current year................................(G.O. No. 322, dated 23rd March, 1921).

Reference media

Printed Indices :			
	(*a*) Finance	25	1920, 1922–1930, 1933, 1937–1947, 1953.
	(*b*) Finance (Marine)	15	1921–1927, 1929–1935.
	(*c*) Finance (Ecclesiastical)	16	1920–1935
	(*d*) Finance (Pensions)	21	1920–1927, 1929–1941.

4. Revenue Department

Origin

The records of the Revenue Department in the State Archives consist of G.Os. covering the period 1920-52, and printed Proceedings covering the period 1856-1920. There are also printed indices covering the periods 1920-24, and 1926-41. These formed part of the records of the Madras Government and came into the custody of the Andhra Pradesh Archives on the merger of the Andhra Records Office, Kurnool, with the Central Records Office, Hyderabad in 1956. The records of the Revenue Department consist of G.Os. and printed Proceedings. The records are in English.

Detailed particulars

Sl.No.	*Class of papers*		*Quantity (Number of files)*	*Chronologica limits*
1.	Revenue Department G.Os.		25,063	1920–1952
2.	Printed Proceedings (Revenue)	(*a*) Monthly	625	
		(*b*) Quarterly	97	1856–1920
		(*c*) Half-yearly	..	
		(*d*) Yearly	104	
	Revenue (Special)	(*a*) Monthly	38	
		(*b*) Quarterly	..	
		(*c*) Half-yearly	..	1918–1920
		(*d*) Yearly	..	
	Revenue (Special war)	(*a*) Monthly	19	
		(*b*) Quarterly	..	1919–1920
		(*c*) Half-yearly	..	
		(*d*) Yearly	..	

Subject content and sampling

The records of this Department relate to the following matters:

Survey of land, boundaries extensions, Suits regarding boundary disputes—between Hyderabad and the British India Government, Survey of different kinds of factories in the Presidency Assignment of Land Revenue in certain districts.

Land acquisition, assignment of land in Agency area, transfer of land and incidental matters—Alienation of land cases falling under the purview of the Estates (Abolition and Conversion into Ryotwari) Act, and the Court of Wards Act, Treasury—delegation of duties of Gazetted Officers.

Establishment—appointment of excise staff, prohibition staff, Commercial Tax Department, *etc.*, appointment of technical staff for irrigation of land—delegation of powers to Commissioner of Excise and Prohibition for issue of licences, *etc.*

The following is a random sampling of the cases:—

1. Memorial from M. V. Condul Row, ex-*Zamindar* of Pingana Bullumconda, *etc.*, in Guntur complaining of the resumption of the Mulranzee Estate and praying for the restoration of it and the grant of a life pension, submitted. The Government of India is requested to confer a monthly allowance of Rs. 200 on him (Proceeding Nos. 49, 50, dated 16th September, 1856).

2. Carrying out certain corrections in the list of persons to whom certain concessions are to be granted for famine duty (Proceedings, dated 11th November, 1899).

3. Banganapalli State (Indian State):—Renewal of abkari and opium lease for five years from 1st October, 1948—Sanctioned. G.O. No. 1608 (Mis.), dated 16th October, 1924.

Reference media

Printed Indices	21	1920-21, 1926-41.

5. Law Department

Origin

The records of the Law Department in the State Archives, consist of G.Os. covering the period 1921-53, Printed Proceedings covering the period 1870-1932. There are also printed Indices. These formed part of the records of the Madras Government and came into the custody of the State Archives on the merger of the Andhra Record Office, Kurnool, with the Central Record Office, Hyderabad in 1956. The records of the Law Department consist of G.Os. printed Proceedings and printed Indices. The records are in English.

Detailed particulars

Sl.No.	*Class of papers*		*Quantity*	*Chronological limits*
1.	Law Department G.Os.		12,413	1921–1953
2.	Printed Proceedings			
	(*a*) Law (Registration) Department	(*a*) Monthly	14	1921–1932
		(*b*) Quarterly	31	
		(*c*) Half-yearly	..	
		(*d*) Yearly	..	
	(*b*) Law (General) Department	(*a*) Monthly	21	1921–1932
		(*b*) Quarterly	39	
		(*c*) Half-yearly	..	
		(*d*) Yearly	..	
	(*c*) Legislative Department	(*a*) Monthly	401	1870–1932
		(*b*) Quarterly	26	
		(*c*) Half-yearly	..	
		(*d*) Yearly	39	

Subject content and sampling

The records of the Law Department relate to the following matters:

Appointment of Government Judicial Officers and Councillors like the Public Prosecutors, Official receivers, *etc.*

Prosecutions—of Government officials on various charges, punishment of convicts—classification of officials into various categories.

Jurisdiction—changes in the judicial jurisdiction of courts, grants or withdrawal of Judicial powers to local Panchayats and other such arbitrating bodies.

The following is a random sampling of some of the cases:—

1. Passing the necessary orders in consequence of the Madras Harbour Trust Act having been assented to by His Excellency the Governor-General (G.O. 15th March, 1886, No. 45, Proceedings, Legislative Department).

2. Recording notes regarding the alterations in the mode of putting and answering questions in the Madras Legislative Council (G.O. No. 34, 23rd February, 1911, Proceedings, Government of Madras, Legislative Department).

Reference media

Printed Indices:		
(*a*) Law (General)	14	1921-1931, 1933-1936
(*b*) Law (Legislative)	15	1921-1935
(*c*) Legal Department	16	1936-1946, 1948-1952

6. Judicial Department

Origin

The records of the Judicial Department in the Andhra Pradesh Archives consist of G.Os. covering the period 1920-1929, Printed Proceedings covering the period 1857-1936 and Printed Indices covering the periods 1863-1947, 1857-1889, 1899-1915 and 1921-1928. These formed part of the records of the Government of Madras and came into the State Archives on the merger of the Andhra Record Office, Kurnool, with the Central Record Office, Hyderabad in 1956. The records of the Judicial Department consist of G.Os. and Printed Proceedings. The records are all in English.

Detailed particulars

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
1.	Judicial Department G.Os.	1,758	1920–1929
2.	Printed Proceedings		
	(*a*) Monthly	274	1857–1936
	(*b*) Quarterly	106	
	(*c*) Half-yearly	1	
	(*d*) Yearly	87	

Subject content and sampling

The G.Os. in this Department cover the following matters:

Cases under the Arms Act, retention or abolition of criminal courts in the *Moffusil*, transfer of prisoners, prescription of books and publications, administrative matters relating to the constabulary attached to civil and criminal courts, matters relating to Code of Criminal Procedure, matters connected with Criminal Settlements and the Criminal Tribes Act, modifications of territorial jurisdictions of courts, cases relating to convicts involving commutation, reduction, remission or suspension of sentences, and release on medical grounds, cases dealing with betting, cheating, lottery, *etc*.

The following is a random sampling of some of the cases:—

1. His Highness the Zamorin Raja of Calicut appeals against the course pursued by the Moorthy Sudder Ameen of Calicut in having issued a commission for his examination as a witness in a suit brought by him against the Tahsildar of that place, and requests exemption from such a practice. (Fort St. George Judicial Consultation No. 29, 6th September, 1857).

2. Stating that the reports published by certain newspapers to the effect that the soldiers of a British regiment had been guilty, while marching from Bangalore to Secunderabad of molesting and outraging native women, the said reports have been found on enquiry to be wholly devoid of any foundation in fact. (G.O. No. 224, dated 7th February, 1896).

3. Certain Acts and Medical Registers—supply to civil courts —High court's proposals—Orders passed, No. 177-178 (Ms.), January 25th, 1921.

4. Non-co-operation of prisoner—failure to furnish security—Release on medical grounds permitted—case reported to the District Magistrate, Krishna. (No. 1034, September 11, 1922).

Reference media

Printed Indices	97	1803-1847, 1857-1889, 1899-1915, 1921-1928

7. Public Works Department

Origin

The records of the Public Works Department in the State Archives consist of G.Os. covering the period 1920-52, printed Proceedings covering the periods 1857-77, 1925-43. There are also printed Indices. These formed part of the records of the Government of Madras and came into the custody of the Andhra Pradesh State Archives on

the merger of the Andhra Records Office, Kurnool, with the Central Records Office, Hyderabad, 1956. The records of the Public Works Department consist of G.Os., printed Proceedings and printed Indices. The records are in English.

Detailed particulars

Sl.No.	*Class of papers*			*Quantity*	*Chronological limits*
(1)	(2)			(3)	(4)
1.	P. W. Department G.Os.			21,357	1920–1952
2.	Printed Proceedings				
	(*a*) P.W. Department	(*a*)	Monthly	213	1857–1877
		(*b*)	Quarterly	85	1925–1943
	(*b*) Public Works Department (Irrigation)	(*a*)	Monthly	644	1867–1924
		(*b*)	Quarterly	8	
	(*c*) Public Works Department (Railways)	(*a*)	Monthly	642	1864–1924
		(*b*)	Quarterly	15	
	(*d*) Public Works Department (Buildings and Roads)	(*a*)	Monthly	541	1877–1924
		(*b*)	Quarterly	8	

Subject content and sampling

The records of this huge department relate to the following matters:

Accounts—expenditure on contracts and manufacture of lime-stone, bricks, and other material for construction, conveyance allowances—report on inspections of accounts.

Appointments—appointment of certain technical staff—establishment cases both temporary as well as permanent.

Construction, maintenance and repairs—Buildings and bridges—roads—improvements and alterations effected to buildings in Government use, providing sanitation facilities. Installation of electricity in un-electrified areas, acquisition of house-sites for the settlement of backward and depressed classes. Railway—construction and laying of new railway lines and extensions.

Navigation—construction of canals, locks, *etc.*,—improvements and additions to the Ports. Irrigation—construction of Channels, Sluices, *etc.*

The following is a random sampling of some of the cases:—

1. Report on the damage done to the old Ramiapatnam Road and Trunk Road No. 6 by the consultation. (Fort St. George Consultation, 24th December, 1857).

2. The Collector of Madras informed that the Consulting Engineer for Railways has already been authorized to adjust the charges in connection with the land taken up by the South Indian Railway Company for their goods sheds and has been requested to report the source from which funds can be provided. (Madras Government, Public Works Department Proceedings No. 637, Index Nos. 150, 151, dated 11th March, 1876).

3. Godavari river—Navigability—Improvements—Conference of Agency Officers (9th July, 1928)—papers recorded. (G.O. No. 2338-I, dated 21st September, 1928).

Reference media

Printed Indices	57	1877-1882, 1895, 1899-1904, 1922-1952

8. Education Department

Origin

The records of the Education Department in the State Archives consist of G.Os. covering the period 1920-1952, printed Proceedings covering the period 1862-1941. There are also Indices covering the period 1920-1953. These formed part of the records of the Madras Government and came into the custody of the State Archives, Hyderabad on the merger of the Andhra Record Office, Kurnool, with the Central Record Office, Hyderabad in 1956. The records of the Education Department consist of G.Os., printed Proceedings and printed Indices. The records are all in English.

Detailed particulars

Sl.No.	*Class of papers*		*Quantity*	*Chronological limits*
(1)	(2)		(3)	(4)
1.	G. Os.		19,741	1920–1952
2.	Printed Proceedings	(*a*) Monthly	223	1862–1941
		(*b*) Quarterly	171	
		(*c*) Half-yearly	21	

Subject content and sampling

Archaeological department—acquisition of curios, repairs to old monuments and documents and protection of these monuments, cases falling under Ancient Monuments Preservation Act. Elementary, Secondary and College Education, acquisition of premises and land, play grounds for the purpose of setting up schools and other Educational Institutions—Grants for setting up schools, for instituting Scholarships, prizes and medals, *etc.*, problems connected with lady students, schools in agency areas and related matters.

Training Schools—Training Schools for school teachers and mistresses—allowances for undergoing training.

District Educational Council—supervision over grants and funds of the Council. Tackling misappropriation. District Secondary Education Board—nomination of members and election of Chairman, exemption from examinations—mainly departmental examinations.

Physical Education—in Schools and Colleges—Inclusion of manual labour in the regular curriculam, National Cadet Corps, Training of Officers. University affairs—forming of Syndicate, recognition of certain examinations.

Madras Education Service—appointment of Inspectors and Inspectresses.

The following is a random sampling of some of the cases:—

1. The Principal was directed to submit a plan of the Chepauk Palace and of its out-offices with reference to his application for the whole of the place for the use of the Civil Engineering College; and the Agent at Chepauk was requested to report whether accommodation could be provided for his office and records without encroaching on the space required by the Engineering College. (G.O. 27th January, 1862, No. 30, Index Nos. 53 and 54).

2. Approving with remarks the additional sections to the Madras Educational Rules relating to training institutions and teachers certificates. (G.O. No. 271, 18th March, 1892).

Reference media

Printed Indices	33	1920-1953.

9. Public Health Department

Origin

The records of the Public Health Department in the Andhra Pradesh State Archives consist of G.Os. covering the period 1920-1952, printed Proceedings covering the period 1921-1932. There are also printed Indices covering the period 1921-1952. These formed part of the records of the Government of Madras and came into the custody of the Andhra Pradesh Archives on the merger of the Andhra Record Office, Kurnool with the Central Record Office, Hyderabad in 1956 and subsequently. The records of the Public Health Department consist of G.Os., printed Proceedings and printed Indices. The records are all in English.

Detailed particulars

The detailed particulars in respect of the records are given below:—

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
1.	G.Os.	5,250	1920–1952
2.	Printed Proceedings (*a*) Monthly (*b*) Quarterly	24 42	1921–1932

Subject content and sampling

Accounts—sanction of expenditure on medicines purchased and supplied, on epidemics, on travelling allowances for delegates attending the Sanitary Inspectors' Conference on office accommodation, on setting up of dispensaries. Allowances—conveyance, house-rent, travelling, uniform, *etc.*, for staff. Audit Reports of various Headquarters Hospitals—examination of. Grants and loans for construction and improvement of wells and for improved supply of filtered drinking water.

Eradication of diseases—Leprosy, Malaria, Plague, *etc.*,—Survey of the extent of disease—establishment of Asylums and dispensaries, rural as well as urban, allopathic and ayurvedic, for eradication of diseases and infections in various pilgrimage centres like Tirupati and the environs of Lord Venkateswara's temple at Tirumala.

Town Planning—acquisition of land, submission of plans and schemes and other incidental matters—problems of sanitation.

Registration of births and deaths—establishment of Maternity and Child Welfare Centres.

The following is a random sampling of the cases:—

1. Communicating to all Presidents of District Boards and Chairman of Municipal Councils, with remarks letter from the Sanitary Commissioner, Madras, suggesting the advisability of passing of a test by Sanitary Inspectors *etc.*, before they are appointed by Local Boards..................(28th November, 1887, No. 2317 L).

2. Passing orders on the proposals of the Ootacamund Municipality for improving the Hobart Park and observing, with remarks, that, in the interest of the Public, the Ooty Municipal Council should be the custodians of the Hobart Park without any reservations whatsoever....................(G.O. No. 1411, 23rd September, 1890).

Reference media

Printed Indices	32	1921-1952

10. Food and Agriculture Department

Origin

The records of the Food and Agriculture Department in the Andhra Pradesh State Archives consist of G.Os. covering the period 1946-1952, and printed Indices covering the period 1946-1948. These formed part of the records of the Government of Madras and came into the custody of the State Archives of Andhra Pradesh on the merger of the Andhra Record Office, Kurnool, with the Central Record Office, Hyderabad in 1956. The records are all in English. The records of the Food and Agriculture Department consist of G.Os. and printed Indices.

Detailed particulars

The following are the detailed particulars in respect of these records:—

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
1.	G.Os.	4,136	1946–1952

Subject content

Procurement and distribution of food-grains—acquisition of suitable buildings and space in various districts for the storage of food-grains and appointment of agents, wholesale and retail—and issue of licences to them for the purpose of procuring and distributing food-grains—different Acts and Government Orders governing such issue of licences, *etc.*, such as the Madras Essential Articles Control and Requisitioning Act, the Madras Foodgrains Control Order and the Madras Rice Mills Licensing Order, for instance—Budget discussions regarding procurement and distribution of food-grains.

Civil supplies—sugarcane supply—paddy and rice quality control.

Price control of sugar and setting up of fair-price shops—Rationing—sanction of additional staff for implementing the Ration Scheme—printing and issue of ration cards—Licensing of food-grains sale—setting up of Taluk Prices Advisory Committee. Import of food-grains and storing them at certain places. Advances to State Trading Schemes and Co-operative Societies in different districts and their affairs.

Agriculture Education—setting up of Agricultural College—undertaking research programmes—printing and supply of books on agricultural science, *etc.*,—imparting agricultural knowledge.

Reference media

Printed Indices	4	1946-1948

11. Rural Welfare Department

Origin

The records of the Rural Welfare Department now preserved in the State Archives, Hyderabad, consist of G.Os. covering the period 1947-1952, and printed Indices covering the period 1947-1949. These formed formerly a part of the archival collections of the Madras Archives. The records of the Rural Welfare Department consist of G.Os. and printed Indices. The records are in all English.

Detailed particulars

The following are the detailed particulars in respect of these records:

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
(1)	(2)	(3)	(4)
1. G.Os.	(*a*) Firka Department (*b*) Rural Welfare Department	1,170	1947–1952

Subject content

Rural reconstruction—intensive work in selected Firkas' Industries —Development of Small Scale Khadi Schemes—appointment of staff and training schemes—Post-war Development of Village Industries.

Live-stock—Village Live-stock Improvement Scheme—Hindu Religious and Charitable Endowments Board—amendments to bye-laws—Tirumala-Tirupati Devasthanams Trust Board Meetings—Donation to charitable institutions—care of *maths* and temples belonging to Harijans.

Harijan Welfare Department, Women's Welfare Department—Appointment of staff and other incidental matters, including Reclamation of Yanadis. Undertaking anti-malarial measures in certain Yanadi colonies—Harijan Welfare Education matters—Setting up of Libraries in certain towns.

Reference media

Printed Indices		3	1947-1949

12. Development Department

Origin

The records of the Development Department in the Andhra Pradesh State Archives consist of G.Os. covering the period 1921-1952, printed Proceedings covering the period 1921-1940. There are also

printed Indices covering the periods 1921-1929, 1932-1948, 1949-1952. These formed part of the records of the Madras Government and came into the custody of the Andhra Pradesh Archives on the merger of the Andhra Records Office, Kurnool, with the Central Record Office, Hyderabad in 1956. The records of the Development Department consist of G.Os. printed Proceedings and printed Indices. The records are all in English.

Detailed particulars

The detailed particulars in respect of these records are given below:—

Sl.No.	*Class of papers*	*Quantity*	*Chronological limits*
(1)	(2)	(3)	(4)
1.	G.Os.	15,418	1920–1952
2.	Printed Proceedings (*a*) Monthly	23	1921–1940
	(*b*) Quarterly	57	
	(*c*) Half-yearly	..	
	(*d*) Yearly	..	

Subject content and sampling

Development of agriculture, purchase of agricultural implements, seeds sale on credit—providing irrigational facilities. Forests—care of forests—reservation of certain areas. Recruitment of special staff.

Minerals—Coal, Mica, Manganese, *etc.*,—exploration and exploitation of.

Industry—Fisheries—Acquisition of tanks and reservoirs for the purpose of rearing fish—acquisition of site for use as curing-yards, *etc.*, Factories—welfare of workers, medical aid, *etc.* State aid to industries, labour disputes between labour and management—strikes by Trade Unions.

Co-operative Societies—management of Co-operative Societies—Loans granted by these for purchase of cattle implements, *etc.*, grant of house-sites and loans for house building purposes.

Registration of companies, societies and other incidental matters concerning Private Companies and cases falling under the various Company Acts.

Post-war reconstruction and all round development in the spheres of industry, medicine, agriculture, co-operation, animal husbandry, *etc.*

The following is a random sampling:—

1. Industries: Industrial Education—Andhra Jatheeya Vidya Parishat, Masulipatnam—Recognition—Granted. (G.O. No. 805, Development, dated 2nd May, 1928).

Reference media

Printed Indices	27	1921-1929, 1932-1952

13. Local Administration Department

Origin

The records of the Local Administration Department at present in the Andhra Pradesh State Archives consist of G.Os. covering the period 1920-1952, printed Proceedings covering the period 1887-1949. There are also printed Indices covering the periods 1920-1925, 1931, 1950-1952. These formed part of the records of the Madras Government and came into the custody of the Andhra Pradesh Archives on the merger of the Andhra Record Office, Kurnool, with the Central Record Office, Hyderabad in 1956. The records of the Local Administration Department consist of G.Os. printed Proceedings and printed Indices. The records are all in English.

Detailed particulars

The following are the detailed particulars in respect of these records:

Sl.No.	*Class of papers*		*Quantity*	*Chronological limits*
(1)	(2)		(3)	(4)
1.	G.Os.		39,325	1920–1952
2.	Printed Proceedings:			
	(*a* Local and Municipal Department	(*a*) Monthly	406	1887–1920
		(*b*) Quarterly	..	
		(*c*) Half-yearly	..	
		(*d*) Yearly	32	
	(*b*) Local and Municipal (Plague Department)	(*a*) Monthly	273	1898–1920
		(*b*) Quarterly	..	
		(*c*) Half-yearly	..	
		(*d*) Yearly	23	
	(*c*) Local and Municipal (Municipal Department)	(*a*) Monthly	393	1887–1920
		(*b*) Quarterly	..	
		(*c*) Half-yearly	..	
		(*d*) Yearly	32	
	(*d*) Local and Municipal (Medical) Department	(*a*) Monthly	51	1916–1920
		(*b*) Quarterly	..	
		(*c*) Half-yearly	..	
		(*d*) Yearly	4	
	(*e*) Local Self-Government Department (Local and Municipal)	(*a*) Monthly	24	1921–1949
		(*b*) Quarterly	77	
		(*c*) Half-yearly	..	
		(*d*) Yearly	..	
3.	Printed Indices:			
	(*a*) Local and Municipal Department		7	1920–1925, 1931
	(*b*) Local Administration		3	1950–1952

Subject content and sampling

Establishment—sanction of posts of Manager and Accountant. Audit reports of Collectors and District Magistrates of different districts—Inspection notes of Superintending Engineers, Administrative reports of certain District Municipalities, Advances for various purposes. Costs incurred in printing agenda and Proceedings of Council meetings and expenses on installation of portraits of national leaders. Provident fund matters of employees.

Sanction of construction, maintenance and repairs for bridges in the headquarters of certain districts—Utilization of Railway Cess by various District Boards for improvement purposes.

Agriculture—"Grow more food" campaign and training of proper personnel in compost making.

The following is a random sampling of some of the cases:—

1. Recording list of allotment of funds sanctioned by the Guntur Taluk Board in September, 1887..........................(No. 2209 L, 17th November, 1887).

2. Declining to give restrospective effect to the claim of the Negapatam Municipal Council to receive the whole or two-thirds of the Uppanar ferry collections which have been made over to the District Board in past years and stating that the Government will lend from Provincial funds the amount required for the construction of a bridge over the Uppanar on the conditions specified.................. (G.O. No. 1364 M, dated 16th September, 1890).

3. Surcharge: Bezwada—proposal to meet expenses of suit from Municipal—negatived....................(G.O. No. 2392, L. & M., dated 4th December, 1922).

Reference media

Printed Indices:

(*i*) Local and Municipal Department (Local)	1887-1920
(*ii*) Local and Municipal Department (Plague)	1898-1920
(*iii*) Local and Municipal Department (Municipal)	1887-1920
(*iv*) Local and Municipal Department (Medical)	1916-1919
(*v*) Local Self-Government Department (Local and Municipal)	1921-1931 1931-1936

14. Board of Revenue

Origin

The records of the Board of Revenue in the Andhra Pradesh State Archives consist of G.Os. covering the period 1927-1944 and printed

Proceedings covering the period 1858-1944. These formed part of the records of the Government of Madras and came into the custody of the Andhra Pradesh State Archives on the merger of the Andhra Record Office, Kurnool, with the Central Record Office, Hyderabad, in 1956. The records of the Board of Revenue consist of G.Os. and printed Proceedings. The records are all in English.

Detailed particulars

The following are the detailed particulars in respect of these records:—

Sl.No.	*Class of papers*		*Quantity*	*Chronological limits*
(1)	(2)		(3)	(4)
1.	G.Os.		19,121	1927–1944
2.	Printed Proceedings:			
	(*a*) Board of Revenue	(*a*) Monthly	322	1858–1886
		(*b*) Quarterly	..	
		(*c*) Half-yearly	..	
		(*d*) Yearly	..	
	(*b*) Board of Revenue (Separate Revenue)	(*a*) Monthly	426	1886–1914
		(*b*) Quarterly	24	
		(*c*) Half-yearly	..	
		(*d*) Yearly	..	
	(*c*) Board of Revenue (Land Revenue)	(*a*) Monthly	432	1888–1937
		(*b*) Quarterly	..	
		(*c*) Half-yearly	..	
		(*d*) Yearly	..	
	(*d*) Board of Revenue (Land Records and Agriculture)	(*a*) Monthly	414	1887–1922
		(*b*) Quarterly	..	
		(*c*) Half-yearly	..	
		(*d*) Yearly	..	
	(*e*) Board of Revenue (Commissioner of Excise)	(*a*) Monthly	45	1925–1937
		(*b*) Quarterly	45	
		(*c*) Half-yearly	..	
		(*d*) Yearly	..	

Establishment—appointment of Tahsildars, Deputy Tahsildars, *etc.*, —Administration of agency areas and reserved lands—appointment of staff.

Grant of *inams*—assessment of landless—recovery of revenue due. Survey of land acquisition, alienation, and transfer of land and compensation payable thereof. Issue of licences for private construction, covering of land for purposes of endowment. Collection of revenue and other incidental matters connected with estates.

Funds—for relief in affected areas and for famine relief including appointment of special staff for the purpose—advances for purpose of repairs to tanks, *etc.* Provision of irrigational facilities in various districts.

The following is a random sampling of some of the cases:

1. Reconsideration of former orders requested declining to authorize the defence of two suits instituted against the Acting Collector of Masulipatam. [Board's Proceedings (B.P.), dated 15th February, 1858, No. 623].

2. Recording Government Order directing the acquisition of certain land required for the extension of Tanjore district. (Board of Revenue, Mis. Series Despatch No. 7980, 25th October, 1886, Government Revenue No. 4249).

There are no reference media in existence for the Board of Revenue papers. The author who is the present Director of State Archives, Andhra Pradesh Government, has been personally on the job of preparation of reference media for Board papers in the State Archives for the period ranging from 1858 to 1944.

15. Details of the Records of Madras, Andhra and Andhra Pradesh at a Glance

To sum-up, the records of the Telugu districts of Madras Presidency, Andhra State, and of Andhra Pradesh State, now preserved in Andhra Pradesh State Archives consist of various categories of records, the details of which are given below:—

Sl.No.	*Nature of Records*	*Period*	*Remarks*
(1)	(2)	(3)	(4)
1.	Government Orders of the various Secretariat Departments in the Mis. (*i.e.*, Miscellaneous) series	1920–1968	Indices are the reference media. Indices are available from 1920–1967
2.	B. P. Mis. series of the erstwhile Board of Revenue	1920–1966	Indices are available

(1)	(2)	(3)	(4)
3.	Indices to the G.Os. of the Secretariat Department	1920–1967	..
4.	Indices to the records of the erstwhile Board of Revenue	1920–1966	..
5.	Printed Proceedings series of the Secretariat Departments and the erstwhile Board of Revenue	1857–1938	..
6.	The Fort St. George Gazettes	1832–1953	..
7.	The Andhra Gazettes	1953–1956	..
8.	The Andhra Pradesh Gazettes	1956–1979	..
9.	The Andhra Pradesh Criminal Intelligence Gazettes	1974–1979	..
10.	The District Collectorate (Pre-Mutiny) records of the Circars and Ceded Districts and East India Company records	1658–1857	Guides are available for certain districts up to 1836. This is a saving grace.
11.	Registration Department Records	1860–1959	..
12.	Electoral Rolls of the Assembly and Parliamentary Constituencies	1970–1977	..
13.	The History of Freedom Struggle in Andhra Pradesh (source material)	1880–1947	..
14.	Settlement Registers	1876–1902	Only survey records pertaining to the *Circar* and Ceded districts are available.
15.	Office Field Measurement books	1895–1924 and 1950	
16.	A.F.M. Books	1872	..
17.	Traverse records	1860–1934& 1956	..
18.	Mounted Litho Maps	1860–1902	..
19.	F. P. Tracings	1895–1926	..

(1)	(2)	(3)	(4)
20.	Paimash records	1848	..
21.	Fair and Rough area lists	1960	..
22.	Street Field Survey records	1926–1945	..
23.	Strong Almirah Documents, Assignment Deeds, Mortgage Deeds, Agreement Deeds, Encumbrance Certificate, Life Insurance Policies, Indemnity Deeds, Temple Appraisement Registers		The documents whose life value is six years and upwards are preserved till they are called back by the concerned authorities. A very close watch is kept on these documents which safeguard public interest. This is the personal responsibility of the Director of State Archives and the Police guard at all times.

(1)	(2)	(3)	(4)
20.	Paimash records	1848	..
21.	Fair and Rough area lists	1960	..
22.	Street Field Survey records	1926–1945	..
23.	Strong Almirah Documents, Assignment Deeds, Mortgage Deeds, Agreement Deeds, Encumbrance Certificate, Life Insurance Policies, Indemnity Deeds, Temple Appraisement Registers		The documents whose life value is six years and upwards are preserved, till they are called back by the concerned authorities. A very close watch is kept on these documents which safeguard public interest. This is the personal responsibility of the Director of State Archives and the Police guard at all times.

CHAPTER IX

Archival Administration and Records Management in the State of Andhra Pradesh

"What is all knowledge too but recorded experience,
and a product of history; of which, therefore,
reasoning and belief, no less than action and passion,
are essential materials."

—THOMAS CARLYLE [1795-1881], *On History.*

Sources from which Records are being received

The Andhra Pradesh State Archives centralizes the preservation of the Government Secretariat Records and the Board of Revenue Records. The State Archives is the ultimate custodian of all Government records and public documents which are marked for *permanent retention.* The chief sources from which the State Archives receives its records are the Secretariat Departments and the Board of Revenue. The State Archives also collects records from private sources and private archives provided such records are relevant to the study of history, historiography, and public administration. The Salar Jung collection and the Gangakhed collection which are private archival collections fall into this category.

Back-log of the Hyderabad State Records

Beginning with the year 1945 and ending with 1957 there were very large accruals of archives and records of several Secretariat Departments and Heads of Departments of the composite Hyderabad State. These records are of comparatively recent origin, and from them it will be possible to extract rich material for a reconstruction of the administrative history of the Hyderabad State during the last 70 to 80 years. However, large quantities of the records and archives of some of these departments are still held over in the cellars of the Andhra Pradesh Secretariat Buildings in Saifabad, Hyderabad. They relate to the following departments:—

		Linear feet	Metres
(1) Law Department	..	630	192.15
(2) Education Department	..	900	274.50
(3) Agriculture Department	..	6,020	1,836.10
(4) Finance Department	...	2,260	689.30
(5) Commerce and Industries Department		900	274.50
(6) Revenue Department	...	6,000	1,830.00
(7) Home Department	..	4,200	1,281.00

The present author, as the Director of State Archives and Chief Archivist of Andhra Pradesh from April 1978 onwards has *personally* inspected the cellars of the various wings of the Andhra Pradesh Secretariat Buildings in Hyderabad, and has taken several important steps,

many of them for the first time, which are of fundamental archival significance.

Most of the aforementioned records were weeded by a Special Officer attached to the General Administration Department of the Chief Secretariat of the Government of Andhra Pradesh. The remaining records are being weeded by the concerned individual departments of the Secretariat. After the process of basic archival weeding is over, the residual records will be matured for transfer to the charge of the Andhra Pradesh State Archives.

Andhra Pradesh records awaiting transfer to the State Archives

There are accumulations of huge quantities of records in the cellars and subterranean rooms of the various wings of Secretariat buildings especially the oldest blocks, pertaining to the following departments of the period subsequent to the creation of Andhra Pradesh:—

	Linear feet	Metres
(1) Agriculture Department	940	286.70
(2) Finance Department	220	67.10
(3) Industries Department	430	131.15
(4) Revenue Department	1,400	427.00
(5) Health, Housing and Municipal Administration Department	2,300	701.50
(6) Planning Department	200	61.00

Establishment of an Interim Repository of the State Archives at the Secretariat

An Interim Repository of the State Archives Department was established in the year 1964 in the new block (Secretariat Annexe) constructed for the purpose in the premises of the Secretariat to receive and preserve the accumulated series of Secretariat Records. An Assistant Director has been put in-charge of the Interim Repository.

The records of the Andhra Pradesh Government of nearly ten years' series are preserved in this branch and the records of over ten years' duration are transferred to the main office, *viz.*, the '*Abhilekha Nilayam*' in Tarnaka, Hyderabad. The Interim Repository in the Secretariat Annexe preserves the records covering the period, 1960 to 1970, and renders reference service to all Departments of the Secretariat. This repository is a very important wing of the department and is manned by experienced archival experts.

The Central Records Branch

Attached to the Secretariat Office is the Central Records Branch of the General Administration Department. It is a half-way house where records retired by the Secretaries to Government and their departments

are deposited until they become mature for transfer to the State Archives. The Secretariat Records consist of five categories, *viz.*:—

(1) G.O. Ms. (Short form for "Government Order Miscellaneous");

(2) G.O. Rt. (Short form for "Government Order Routine");

(3) U.O. Notes (Abbreviation for "Unofficial Notes");

(4) Government Memoranda; and

(5) Lodged papers.

The procedure in the Andhra Pradesh Government Secretariat is to deposit all records, as soon as they are closed, in the Central Records Branch. The records so retired lie over in Central Records Branch for a period of three years. At the end of this period, (1) the G.O. Ms. series, (2) the G.O. Rt. series (Confidential), and (3) the Proceedings, are automatically transferred to the Andhra Pradesh State Archives. The procedure as described above is known as the Tottenham System which had its origin in the administration of the Madras Presidency.

The Board of Revenue Records

The Board of Revenue Records constitute a very important series. The practice at present is to retire to the State Archives such of the Board of Revenue records as are permanently retainable and are ten years old.

Records of the Heads of Departments and the Archival Retirement Procedure applicable to them

The Heads of Departments of the Andhra Pradesh Government keep their own records. Under the Tottenham system as applied to Heads of Departments, files are given three kinds of disposal: (1) "L. Dis.", *i.e.*, files which are retained for one year only. Ordinary routine files of an ephemeral nature are usually given "L. Dis." rating. (2) "D. Dis.", *i.e.*, files which are to be retained for a period of *ten years*. Most important files which are expected to be useful for purposes of reference for a few years are usually given "D. Dis." These files are subject to a further review for permanent retention at the end of *ten years*. (3) "R. Dis.", *i.e.*, files which are to be retained *permanently*. All important policy files and other files which are expected to be useful for permanent reference are given "R. Dis." rating. The Tottenham system thus provides for the automatic weeding of files of an ephemeral nature and enables the retention of the most essential files.

In the Madras State (now the State of Tamil Nadu) the question of centralizing the records of the Heads of Departments in the Madras Record Office has been under consideration for a long time.

The District Revenue Records

It is advisable to centralize the district revenue records in the Andhra Pradesh State Archives for their proper preservation. In the Madras Presidency the district revenue records in English, prior to the year 1858, were centralized in the Madras Record Office. The Madras Government had issued printed Guides to the District Records. The Andhra Pradesh State Archives has in its library copies of such Guides to the records of the following districts:—

Godavari—Vols. I and II (1770-1835).

Masulipatam—Vols. I, II and III (1682-1835).

Nellore—(1801-1835).

Vizagapatam—(1769-1835).

Guntur—(1795-1835).

The question of centralizing the District Revenue Records in the Andhra Pradesh State Archives has been considered by the Government of Andhra Pradesh and at the instance of the Head of this Department, Government took a decision in the year 1966 that immediate steps should be taken to centralize in the Andhra Pradesh State Archives the district records of the period from 1857 to 1930.

In the year 1968, the Government of Andhra Pradesh decided that the pre-1857 East India Company records of the District Collectorates in the Andhra region of Andhra Pradesh should be taken over by the Andhra Pradesh State Archives. The original records of the District Collectorates of Andhra, and of the Registration Department, comprising 2,167 volumes covering the period up to 1857 were thus acquired from Tamil Nadu Archives, Madras.

With regard to records of the period from 1857 to 1930 of the various District Collectorates of erstwhile Andhra State, it has been proposed that three Regional Offices of State Archives, one at Visakhapatnam to centralize the records of three Collectorates, *viz.*, Visakhapatnam, Srikakulam and East Godavari districts, another at Guntur to centralize the records of three Collectorates, *viz.*, Guntur, Krishna and West Godavari and the third Regional Office at Tirupati to centralize the records of the two District Collectorates, *viz.*, Rayalaseema and Nellore should be established. Proposals have been worked out in 1979 by the Director of State Archives, Shri M. V. S. Prasada Rau, I.A.S., to open three more Regional Offices in Warangal, Nizamabad and Anantapur.

The Government have already taken a policy decision in principle to establish four Regional Record Offices for Andhra, Rayalaseema and Telangana records as detailed below:—

Location of Regional Archives

Regional Office	Jurisdiction (Districts)
1. Visakhapatnam.	Visakhapatnam, Vizianagaram, Srikakulam, and East Godavari.
2. Guntur.	Guntur, Prakasam, Krishna, and West Godavari.
3. Tirupati.	Anantapur, Kurnool, Chittoor, Cuddapah, and Nellore.
4. Warangal* (Ten Districts of Telangana)	Warangal, Karimnagar, Adilabad, Mahboobnagar, Nizamabad, Medak, Nalgonda, Khammam, Hyderabad Rural, and Hyderabad Urban.

The decision for establishing Regional Archives Offices has been taken with a view to economize the cost of transfer and accommodation at the State capital of all records and to save the records against

*Since the Warangal region with a jurisdiction of 10 districts would be rather unwieldly, it was felt by the present author that besides the Warangal regional Office atleast one more Regional Office in the Telangana area with Nizamabad as head-quarters would be necessary,

the hazards of transfer and also for the administrative convenience of the District Collectors of respective districts for locating their references at a place nearer to them. Moreover, the regional archival centres have been chosen with a view to keep records offices in close proximity to one or the other of the Universities of the State so that it should facilitate research scholars interested in research on district administration and their research guides. These regional centres will become focal points and noddle centres for archival-scientific, historical and historiographical research.

In the first instance, a Regional Office of State Archives has been established in Tirupati in December 1973. So far the records of the Collectorates of Cuddapah and the Chittoor districts have been centralized there. The records of the districts of Nellore, Kurnool and Anantapur are under acquisition. The Regional Office is located in the campus of the Sri Venkateswara University. In 1979, the Director of State Archives has been allotted a 4 acre (1.62 hectares) plot of land by the Sri Venkateswara University in their campus area for construction of a permanent Government building to locate the Regional Office in Tirupati at a cost of Rs. 2 lakhs.

The second Regional Office has been established at Visakhapatnam in the beginning of the year 1977. Efforts are being made to acquire and centralize the records of the districts proposed under the jurisdiction of this centre. The regional office is at present located in the campus of the Andhra University at Waltair. The Collector and the State Archives chief are exploring the possibility of a 3 acre (1.21 hectares) site for construction of this regional office's building in Warangal. Efforts are being made for the establishment of the third and fourth Regional Offices at Guntur and Warangal at a very early date.

Organization, Equipment, Staff and Building Complex

The present set-up and reorganization

The Andhra Pradesh State Archives is headed by the Director of State Archives, Government of Andhra Pradesh, which post has been traditionally occupied by very senior officers belonging to the Indian Administrative Service, chosen for their scholarly aptitudes, and intellectual interests. For administrative purposes, the State Archives is under the control of the Education Department of the Secretariat of the Andhra Pradesh Government. The Director of State Archives, Andhra Pradesh, is at present assisted by four Assistant Directors of the gazetted cadre, one for establishment and administration, one for research, another in-charge of the archival repositories, and the fourth one to be in-charge of the Interim Repository in the Secretariat. There is in addition a Research Officer for the work of preparation of catalogues of Mughal and Asaf Jahi records. This is, however, only a temporary post.

A rational re-distribution of functions and manning of the different categories of staff was found necessary in order to bring the State Archives into line with modern archival practice so that it can function according to principles of Archival Science. The Director of State Archives who is usually an I.A.S. Officer is the Head of the Department. The distribution of functions and staff under the Assistant Directors as on the 22nd August, 1979 is as follows:—

The Assistant Director (Repositories) is in-charge of the archival stack area, referencing, documentation, and weeding of records. He has a staff comprising of three Archivists and four Assistant Archivists working for him.

The Assistant Director (Research) is in-charge of the information service, the publication branch, the compilation of reference media and other publications, library, research scholars' rooms, photo-duplication service, committees, training of the staff and preservation of records. He has the following staff working for him, *viz.*, Archivists, Assistant Archivists, Photographers, Librarians, Menders, Binders, Foremen, Chargemen, and other grades of archival staff and technical personnel.

The Assistant Director (Administration) is in-charge of the Establishment, Accounts and Buildings branches. The staff working under the Assistant Director (Administration) comprises of Archivists, Assistant Archivists, Superintendents, different grades of administrative and archival staff, and a Caretaker of *Abhilekha Nilayam,* the Headquarters of the Andhra Pradesh State Archives in Uppal Road, Tarnaka, Hyderabad, and he is in-charge of the State Archives Estate in Tarnaka.

The Assistant Director (Interim Repository) is in-charge of the stack area, referencing and weeding of records in the Interim Repository at Secretariat Buildings. The staff working for the Assistant Director (Interim Repository) in the Secretariat include various categories of Archival and administrative personnel.

The Research Officer, whose post has been created on a purely temporary basis is in-charge of the cataloguing work of a part of the Mughal and Asaf Jahi records. The staff working for the said Research Officer includes Persian and Urdu scholars and Archivists.

Training and Recruitment of Staff

Of the existing staff, four Assistant Directors, and seven Archivists have got themselves qualified in the one-year diploma course in Archives-keeping offered by the National Archives of India, Bharat Sarkar, New Delhi. Provision was made to depute to the National Archives of India every year two members of the staff to qualify themselves for the archival diploma course conducted by the Institute of Archival Training and Research, Government of India, New Delhi.

There are at present a few members of the staff who attend to research, historiography, and allied aspects of work for which they are qualified by their long experience and their expert knowledge of the difficult Persian, Perso-Arabic, Urdu and Marathi-Modi scripts in which the older archives have been recorded. This type of highly competent archival staff is about to retire in a few years. A system of competitive selection has, therefore, been introduced to recruit new staff to ensure the inflow of talented youngmen who may be trained to devote themselves to the different types of work most efficiently.

The Buildings Complex of the State Archives

The State Archives was located originally in the Executive Council building of the present Secretariat. It was shifted in 1949 to a mansion named Erram Manzil, which was constructed as a private residence by the late Nawab Fakhr-ul-Mulk, one of the leading nobles of the Nizam's court.

The Government of Andhra Pradesh in its Third Five-Year Plan allotted a sum of rupees fifteen lakhs for the construction of a permanent building for the Andhra Pradesh State Archives on a site of five acres (2.02 hectares) leased by the Osmania University, Hyderabad. The foundation stone for the buildings complex was laid by Shri Humayun Kabir, the then Union Minister for Education and Culture, on September 13, 1962. The building was opened by the late Sri Lal Bahadur Shastri, Prime Minister of India, on July 6, 1965 before a distinguished gathering which included a galaxy of dignitaries, administrators, intellectuals, and historians.

The buildings complex consists of two blocks, *viz.*, the administrative block and the stack area. The administrative block consists of two floors. The ground floor covers a plinth area of 14,000 square feet (1,260 sq. metres). The ground floor accommodates the visitors' room, library, museum, conference hall, repair and binding workshop, fumigation chamber, lamination room and research room. The administrative branches and the Director's Office are situated on the first floor.

The Andhra Pradesh State Archives possesses a superb architectural complex of one of the most modern archival buildings in the world, built according to basic principles of Archival Science. The then Director of State Archives, Dr. V. K. Bawa, I.A.S., a scholar in his own right, went on a World tour and studied 33 different type-designs for archival buildings. A deep study of these 30-odd designs and research on the same finally led to the evolving of the present type-design of the Andhra Pradesh Archives Buildings Complex on Uppal Road, Tarnaka, Hyderabad, which has many unique features.

Stack Area

The stack area consists of two floors, each floor measuring 210′×75′ or 15,750 square feet (1,417.50 sq. metres). Steel racks and steel almirahs have been installed in the stack area for housing records of about 31,000 linear feet (9,455 metres). Space has been provided for the

horizontal and vertical expansion of the stack area and administration block in the future. Provisions exist for elevators and lifts.

The windows in the stack area have been provided with green glass to eliminate the effect harmful of actinic rays of the sun on records. Fire-fighting equipment and fire exits have been provided against fire hazards. The stack area has also been provided with one quality lift purchased from a foreign company for carrying the records from ground floor to the 1st floor and 2nd floor and *vice-versa.*

Preservation Equipment

At present there is a medium-sized document repair and binding section in the office which is being supervized by a Foreman and an Assistant Foreman. There is also a Chargeman in-charge of carton box-making. It is proposed to convert the repair section into a well-sized workshop consisting of a large number of menders and binders. The mechanical aids will be introduced for modernising the preservation techniques such as air cleaners, vacuum cleaners, a fumigatorium using the thynol vapour process, a lamination press, a dehumidifier and electric blowers. The Andhra Pradesh Archives is technically far ahead of not only the National Archives of India, and all the State Archives in India, but is also ahead of National Archival Institutions in several other countries including Western European and Socialist Countries. This has made the Andhra Pradesh State Archives a unique place of pilgrimage to archivists, Indologists, historians and scholars engaged in historiography from the United States, Japan, the U.S.S.R., European Nations, and the developing countries of Asia and Africa.

Reprography Unit

A photography unit was started in 1956 with a dupliphot printer. It has gradually grown into a full-fledged Reprography Unit with an up-to-date laboratory with the following equipment which is the pride of the Indian Archival World:—

1. "Recordak" Micro-film Cameras for taking 35 mm. micro-film negatives of manuscripts, documents, *etc.*
2. "Recordak" Archival Readers for reading micro-films.
3. "Carl Zeiss" duplicating printers for taking positive copies of 35 mm. micro-film.
4. "Rolleiflex" Cameras.
5. "Panaprint" Electrostatic Photo-copier for taking Xerox copies of manuscripts, archives, maps, ancient documents, *etc.*
6. Refrigerators, dark rooms, and other ancillary facilities to keep the unexposed raw material for their better preservation and longer life.
7. Film Zorier and Tape Recorders and other miscellaneous equipment.

An air-conditioner has been installed in the Xerox room for the safety of the equipment and the photographic materials in the year 1975. It is proposed to fully aircondition the stack area and repositories at a later stage.

Research facilities

There exists a Research Room in the Research and Reference Division in the office under the charge of a senior Archivist chosen on the basis of his/her aptitude for Research. There is an annexe to the Research Room, where the research scholars are enabled to deposit any archives, books and records to be consulted by them for a continuous period. There is at present a reference library in the office containing books in Telugu, English, Urdu, Persian, Marathi, Sanskrit, Hindi, and several other Indian and Foreign languages. Most of the books relate to history. A few journals—Indian and foreign,—bearing on history, Indology, and archives-keeping are being subscribed to. Qualified Librarians trained in Library Science and Documentation have been appointed to facilitate the work of research scholars, intellectuals, historians, and the office staff.

PROGRAMME FOR PUBLISHING REFERENCE MEDIA AND DESCRIPTIVE LISTS

The State Archives of Andhra Pradesh has undertaken a programme of bringing out certain publications as detailed below:—

(1) This General Guide to the contents of State Archives repositories and stack areas;

(2) descriptive lists of selected series;

(3) reference media for archival collections and manuscripts; and

(4) books on Archival Administration, Archival Science, Records Management, Archives-keeping and Documentation Science.

The publication of this Guide and Repository lists and other reference media will facilitate the work of research scholars. Due to lack of guides, indexes, calendars and other reference media to original records, scholars who have written on the history of Andhra, the Deccan or Hyderabad have largely derived their material from manuscripts, their own sources, and existing printed material and *not* from official archival sources. The wealth of material in the State Archives practically remains still unexplored. The co-efficient of utilization of archival material is very low.

This book which is in the nature of a general Guide to the records and papers in the Andhra Pradesh State Archives forms the first stage and gives a general picture of the records in the repository. But further detailed lists, shorter abstracts and lists, indexes and such reference media will have to be brought

out. The second stage of the programme is the publication of descriptive lists in a tabular form which was recommended in 1960 by a special sub-committee of the Research and Publications Committee of the Indian Historical Records Commission. Action will have to be initiated by the State Archives to publish comprehensive reference media and lists. The State Archives of Andhra Pradesh contains the records of several old *Daftars* of the Nizam's Dominions which came into existence for administrative reasons and having served their purpose lapsed into the background as mere reference material. Each *Daftar* of the Nizam's State has its own separate identity and functions, and forms a class by itself. There are separate registers for each category of records as each *Daftar* followed its own system of listing, classification and arrangement. The registers have been prepared in 1902 containing columns which give brief but descriptive information relating to the concerned papers and have been mentioned under the heading 'Finding Aids' in the relevant portions of this Guide. Many of these registers are in Persian and Urdu. English translations of these registers or their publication in original form will serve only a limited purpose, being useful only for inquiries into *Jagir* or *Inam* cases. For purposes of research, lists of selected papers are under preparation, grouped according to their subject-matter rather than according to their place in the archival series. This arrangement has been necessitated by the separation of the records in the Asafia series into two categories—'historical' papers and others. For many of the series including the important Political Department records no contemporary reference media are available, but only transfer lists. The policy for the publication of reference media is yet to be determined.

The following publications are planned for the next stage:—

(*i*) Diplomatic papers in the State Archives, 1720-1803—Descriptive List.

(*ii*) Diplomatic papers in the State Archives, 1803-1853—Descriptive List.

Other publications which are planned are as follows:—

(*i*) Publication of Guides to District Records:—

A separate scheme has been taken up by this Department to publish Indices and Guides to the Collectorate records of the ceded districts (brought from Tamil Nadu Archives) covering the period 1836-1857 as these guides will be immense help to research scholars in collecting information of Socio-economic history of Andhra Pradesh. The work is in progress. The author is working on guides to Kurnool and Anantapur records.

(*ii*) Critical Edition of Draksharama inscriptions:

The transcription of the Sanskrit and Telugu inscriptions relating to the Draksharama temple from the Mackenzie and Brown and the Elliot Taylor collections is in progress.

(*iii*) Publishing of the original text of Mackenzie and Brown Collections.

As a first phase the transcription of the *Kaifiyats* of Guntur district from the Mackenzie and Brown collections and their taluk-wise arrangement has been taken up and the work is in progress.

Besides the above the following research projects are also under progress:

(*iv*) Publishing of "Glimpses of Social and Economic conditions in the Ceded districts as gleaned from Mackenzie Local Tracts (Pre-Industrial Age)."

(*v*) *Kaifiyats* of Northern Circars.

(*vi*) "The diary reports of Mackenzie Clerks".

(*vii*) Publication of *Jamabandi* Account Manuscript of Northern Circars.

CHAPTER X

Survey of Archives, Manuscripts and Records outside the State Archives

"History is philosophy teaching by examples."

—DIONYSIUS OF HALICARNASSUS
[c. 40 B.C.—c. 8 B.C.], *Aniquities of Rome.*

History

The Regional Historical Records Survey Committee for Hyderabad was constituted for the first time by the Government of Hyderabad in May 1951 in pursuance of a resolution of the Indian Historical Records Commission recommending the constitution of such committee. That resolution was accepted by the Government of India. The Regional Historical Records Survey Committee for Hyderabad State set up four Sub-Committees for different linguistic regions in the then Hyderabad State. These included one committee each for Marathi, Telugu and Kannada speaking regions, and a committee for Urdu and Persian documents to work mainly in the cities of Hyderabad and Secunderabad.

In April 1955 the Regional Historical Records Survey Committee was reconstituted. With the reorganization of States and the formation of the State of Andhra Pradesh on 1st November, 1956, the question of the reconstitution of the Regional Historical Records Survey Committee for Andhra Pradesh was considered and it was reconstituted in December 1959 with one General Committee and six Regional Committees, four for Andhra *viz.,* (1) the Kalinga Area Committee, (2) the Chalukya Area Committee, (3) the Ikshvaku, Pallava and Chola Area Committee and (4) the Vijayanagara Area Committee, and two Committees for Telangana *viz.,* (1) the Kakatiya Committee, and (2) the Bahmani, Qutb Shahi and Asaf Jahi Committee.

In 1962, on the recommendations of the Central Committee of the Regional Historical Records Survey Committee, the six Sub-Committees were abolished and the Regional Historical Records Survey Committee was reconstituted with powers to constitute subordinate Sub-Committees co-opting local members as and when necessary.

Functions of the Regional Historical Records Survey Committee

The functions of the Regional Historical Records Survey Committee may be summarized as follows:—

(*a*) With regard to records in private custody: to take a census of historical materials and to take steps for the acquisition, preservation, classification and study of these records.

(*b*) In matters relating to the State records: to serve as an Advisory Committee.

(*c*) To compile a National Register of Records.

(*d*) To compile a Regional Bibliography.

Survey and acquisition of records in private hands

The following records were surveyed and acquired during the existence of the Regional Historical Records Survey Committee of the Hyderabad State.

Nine rare Persian Manuscripts were acquired as a gift to the Central Records Office from the Bharat Gunavardhak Samstha, Shah Ali Banda, Hyderabad. Further large volume of historical papers, both in Persian and Marathi (in the Modi script), bearing on the post—Third Battle of Panipat period of Maratha history, and other historical and literary material, and miscellaneous scrolls and manuscripts, and a few pre-classical and classical Sanskrit and Telugu treatises (such as the *Upadhi Khandam, Mayavada Khandam, Vishvagundarsha-Champu, Prataparudriyamalankara Shastramu, etc.,*) were acquired from Gangakhed by the State Archives as a result of the vigorous and commendable efforts made by the then Assistant Director, Shri R. M. Joshi, and the then Superintendent, Shri A. N. Baji.

Mackenzie Manuscripts

Portions of the Mackenzie Manuscripts in the Government Oriental Manuscripts Library, Madras, bearing on Hyderabad were extensively copied out by Dr. P. Srinivasachar. A few palm-leaf manuscripts and other miscellaneous records were also collected by him.

Panchakki papers, Maghribi collection and Miscellaneous papers

The late Dr. M. Rahtullah Khan and Sri Khwaja Mohammad Ahmed obtained some important Persian and Marathi papers from the *Panchakki* Complex (Aurangabad), as well as photo-copies of the *Maghribi* collection and some papers presented to the State Archives by Shri Naseeruddin, *Vakil* of Gangapur. These valuable papers are now in the custody of the State Archives of Andhra Pradesh.

Records of the Salar Jung Estate

The records of the Salar Jung Estate are of great archival and historical value. Under the personal supervision of Mr. Mir Ahmed Ali Khan, retired *Subedar,* these records were sorted out. During the time of Shri Mahmood Hasan, the then Director (*Nazim*) of State Archives, Hyderabad, after successful negotiations with the Salar Jung Estate Committee, a valuable collection of historical papers was acquired for the State Archives. The rest of the records of the Salar Jung Estate are in the process of being acquired by the State Archives.

The Regional Historical Records Survey Committee recommended the creation of posts of Research Assistants for surveying records, acquisition of copies of manuscripts of Mackenzie and Brown, and the Elliot and Taylor collections. Efforts were made to survey Telugu material in the Saraswati Mahal Library, Tanjore. Schemes for the

acquisition of the original records of the Andhra Districts from the Tamil Nadu Archives, preparation of Indexes and Guides to Andhra Area District Records, the publication of *Jamabandi* Account manuscripts of Northern Circars; and acquisition of records from *Zamindaris, Samasthanams, etc.,* was also launched upon.

The records in private custody were surveyed by Research Assistants of the State Archives Department and reports on the material collected by them were sent to the National Archives of India for incorporating in the National Register for Private Records.

A preliminary survey of records was undertaken for collecting data regarding the nature and categories of records, their subject, period and research value, in the following offices, *viz.,* the offices of the Commissioner of Labour, the Inspector-General of Prisons, the Controller of Weights and Measures, the Director of Public Instruction, the Inspector-General of Registration and Stamps, the Jagir Administrator, the *Nazim Atiyat,* the Director of Industries and Commerce, and the Registrar of Co-operative Societies.

A survey of the old records of *Paigahs* and *Subahdaris* of the erstwhile Hyderabad State was conducted in the Board of Revenue and action for their transfer is being taken. The records of the Salar Jung Estate excepting those pertaining to Estate districts were acquired. It is proposed to acquire records from *Samasthanams.* The records of ex-*Zamindars* and princely families have been surveyed and action for the transfer of suitable records is being taken up.

In the year 1968, the original records of the District Collectorates of Andhra and of the Registration Department comprising 2,167 volumes covering the period up to 1857 were obtained from the Tamil Nadu Archives, Madras.

Microfilm copies of all the manuscripts in the Mackenzie and Brown collections and five volumes of Taylor local tracts and two volumes of Elliot's collection in Telugu were acquired in April 1968 from the Government Oriental Manuscript Library, Madras. Microfilm copies of the unpublished Telugu Manuscripts in the Indices were obtained from Raja Serfoji's Saraswathi Mahal Library, Tanjore.

The collection of Sri B. Rama Raya Kavi, the collection of Sri G. V. Subba Rao of Amalapuram, the collection of Sri A. J. Mudaliar of Kanchipuram, the Note Book of *Andhra Kesari* Sri T. Prakasam and the Diaries of Sri Guruzada Appa Rao containing manuscripts, personal papers, memories and books are some of the several records collected.

Further instalments of books and records of the Andhra districts have been shifted from the Tamil Nadu Archives to Hyderabad in October 1979 under the personal supervision of Shri M. V. S. Prasada Rau, Director of State Archives, Andhra Pradesh. This more or less completes the shifting of Andhra area records from the Madras Archives to Andhra Pradesh.

CHAPTER XI

The Research and Reference Division of the State Archives and Ancillary Services

"The historian, essentially, wants more documents than he can really use; the dramatist only wants more liberties than he can really take."

—HENRY JAMES [1843-1916], *The Aspern Papers & c.*, 268-7,

Research, Referencing and Information Services

The State Archives of Andhra Pradesh at Hyderabad provides reference and information services to Government Departments, research scholars, distinguished visitors and students in its Research and Reference Division. The services consist of the supply of actual information in respect of any specified topic or subject on the availability of source material both in the Archives and elsewhere on such subject.

Certain items of printed material and reference media are kept in the Research Room of the Research and Reference Division which provide ready material on various topics for use of the researchers. Finding aids and reference media to original records are also available in the Research Room. Materials of the following type are available for reference:—

(1) General reports about the scalar charts, organizational charts, and the organizational set-up and work of the State Government, Civil lists, Budget Estimates, History of Services, *etc.*

(2) Administration Reports of Central and State Government Ministries and Departments.

(3) Guides and indices to the records of State Governments, Central Ministries/departments, and the National Archives of India, various other State Archives, and archival institutions foreign countries, and archives of Union territories, *etc.*

(4) References books such as encyclopaedias, lexicons, dictionaries, descriptive memoirs, bibliographic dictionaries, gazetteers, statistical handbooks, year-books, atlases, *etc.*

(5) Reports of Committees and Commissions, permanent and *ad hoc.*

(6) Standing Orders and Proceedings of the Boards of Revenue of Hyderabad, Madras, Andhra and Andhra Pradesh.

(7) Proceedings of the Legislative Assembly and the Legislative Council, Andhra Pradesh.

(8) Guides to the districts records up to 1835 of the coastal districts of Andhra Pradesh.

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(9) Selections from records, Press lists of ancient and old records and Publications of the Government of Fort St. George, Madras, and various other Governments and authorities of the John Company's times.

(10) Printed copies of the Diary series and Consultations of Fort St. George, Letters to Fort St. George, Letters from Fort St. George, Despatches to England and Despatches from England.

(11) Printed copies of Drafts, Bills and Acts.

(12) Printed copies of Codes, Manuals, Rules, and Regulations.

(13) Newspaper cuttings, clippings and gleanings from the press.

(14) Duplicate sets of important publications available in the State Archives library.

(15) Bound volumes of newspapers and journals of previous years.

Documentation Cell

A documentation cell was organized in the year 1968 to acquire and house all kinds of printed material such as Reports, Proceedings, Newspapers, *etc.*, of historical importance relating to time-periods from the oldest to up-to-date periods. The cell renders service to research scholars by supplying the material required for their research topics and also renders reference service to Government departments and agencies in general.

The collection of the documentation cell is broadly classified subject-wise as under:

(1) Almanacs, Directories and year-books;

(2) Catalogues and Indexes;

(3) Census and Statistics;

(4) Debates of Parliament and Legislatures;

(5) Gazetteers and District Manuals;

(6) Legal material—Bills, Statutes, Acts, Codes, Law Reports, Manuals, Orders, Rules and Regulations;

(7) Lists—Civil Lists, Military Lists, History of Services, Establishment lists, *etc.*;

(8) Literature on Plan and Budget, Accounts and Audit Reports;

(9) Press releases, unofficial notes, features, *etc.*;

(10) Records—Indices to Records, Guides to Records, Selections from the Records of Government of India, Bombay, Assam, Bengal,

North West Provinces, Bihar and Orissa, United Provinces, Madras, Records of Fort St. George, *etc.;* and

(11) Reports of the following types:—

(*a*) Administration Reports.

(*b*) Commissions and Committee Reports.

(*c*) Miscellaneous Reports.

The material is sub-divided geographically, Government-wise, Department-wise and in chronological order. An Index to the collection of the printed material of the cell is under preparation. The Director of State Archives has personally been on this job from September 1979 onwards.

A Map Unit was set up in the year 1970 to acquire and conserve maps and cartographical material of historical importance. The cell has acquired several hundred historical and geographical maps, plans and topographical maps, *etc.*, of the cities and towns in the erstwhile Hyderabad State and Madras Presidency which are arranged geographically on Map-stands provided for the purpose. A catalogue of the Map collection and cartographic records of the State Archives is under preparation. This will be a valuable reference aid. The advice of the Survey of India is being sought on all aspects of the working of the Map cell.

The State Archives has for long been endeavouring to provide research facilities to scholars or institutions outside Hyderabad by appointing competent persons to collect on their behalf, and at their cost, necessary data required for their research projects. The following arrangements have been evolved, *viz.*, that applications in this regard should be addressed to the Director of State Archives, Government of Andhra Pradesh, Uppal Road, Tarnaka, Hyderabad—500007, India, who will furnish a list of approved persons together with a statement of the charges payable to them. Several scholars, foreign archival organizations, historians and Indologists abroad have been availing of these facilities. The Andhra Pradesh State Archives is having a lot of exchange of correspondence with the United States National Archives and Records Service (NARS), the United Nations Archival Services, the India Office Library and Records, London, the British Museum, London, the Oxford, Cambridge, London and other Universities in the United Kingdom, and leading research institutions and universities in the United States, Canada, the U.S.S.R., Czechoslovakia, Australia, New Zealand, the Polish People's Republic, the German Democratic Republic and Japan.

Research Fellowships Scheme

In order to promote Historiography and Historical Research in Modern Indian History especially of Andhra, Andhra Pradesh and the

Deccan, the Research Fellowships Scheme has been initiated in the year 1966-67 under the Plan Scheme of this Department. The scheme is in existence in 1979 also. The Research Fellowship Scheme is intended to enable candidates registered for Ph.D. degrees to work on archival material and thus make an original contribution to the existing knowledge of the modern history of India, Andhra Pradesh and the Deccan.

Under the Scheme, four full-time and six part-time Research fellowships are awarded each year. Each full-time Research Fellowship is of the value of Rs. 400 per mensem. The full-time Research Fellows are eligible for *Ad hoc* Travel grants to cover the expenses of their tours to various research institutions, archives and repositories in India for the collection of material bearing on the topics of their research on the recommendations of their guides. Each part-time Research Fellowship is of the value of Rs. 200 per mensem. The Part-time Research Fellows are not eligible for *ad hoc* travel grants.

The full-time and part-time Research Fellowships are awarded for a period of one year in the first instance. If the work and progress of the candidate is found to be satisfactory, the fellowship will ordinarily be extended for a further period of one year. In the case of part-time Research Fellowships, the total period may even be less than two years depending on the progress the candidate has made in his research (from the date of interview). The Research fellows will be required to submit their theses within three years from the date of commencement of their fellowships.

The full-time Research Fellowships are open to any person registered for a doctorate in (*i*) History, (*ii*) any of the Social Sciences such as Economics, Political Science, Sociology, Public Administration, *etc.*, or (*iii*) Language and Literature, at an Indian or Foreign University on a subject relating to the modern history of Andhra Pradesh or the Deccan.

The part-time Research Fellowships are open to Ph.D. candidates who are employed in an academic or other institutions and preferably have collected some material on the subject of their research. There is no age-limit.

The Selection and Review Committee constituted by the Government selects the Research Fellows. The selection will depend on proved intellectual competence of the candidate. The Director of State Archives, Government of Andhra Pradesh, is the Member-Secretary of the Committee. Action on all administrative matters connected with selection, appointment and payment of stipends of Research Fellowships rests with the Director of State Archives.

After selection of the candidate, the concerned Head of the Department or faculty in the university/research institution, or the guide concerned, will be co-opted on the Selection and Review Committee for

the purpose of reviewing the candidate's work as and when necessary. The candidates will be required to submit regularly to the Director of State Archives periodical reports of the progress of their research work for review, through their guides with their remarks. Such reports should be sent up to the date of submission of the thesis to the concerned University. The work of the candidates will be reviewed periodically by the Selection and Review Committee.

So far seventy-four research fellowships have been awarded and twenty-seven research fellows have been awarded Doctor of Philosophy or doctorate degrees by the concerned Universities, and most of the remaining persons have submitted their theses to the concerned Universities and are awaiting the results.

Monograph Series Scheme

In order to encourage scholars and writers who utilize archival sources in this office as well as elsewhere for writing and publishing monographs on the modern history of Andhra Pradesh or the Deccan or technical aspects of Archival Science, Records Management and Archives-keeping in India, the Monograph Series Scheme has been instituted in the year 1966-67 under the plan schemes of the State Archives Department. The scheme is continuing since then. The monograph series scheme consists of two series, *viz.*, the Regular Monograph Series and the Subsidized Monograph Series.

The Regular Monograph Series consists of (*a*) Monographs on the Modern History of Andhra Pradesh and Deccan, and (*b*) Problems of Archives-keeping, Records Management, and Archival Science.

The monographs dealing with the modern history of Andhra Pradesh and the Deccan will be based partly or wholly on original modern source material in the State Archives of Andhra Pradesh or the Tamil Nadu Archives in Madras, or other Indian archival repositories.

The monographs dealing with the technical aspects of Archives-keeping, Records Management and Archival Science are expected to throw light on some practical problems related to the science of preservation of archives with special reference to Indian, African or Asian conditions. All persons in India as well as in other countries are eligible to apply for selection for writing monographs.

The Monographs should be in Telugu or in English. The monographs dealing with the history of Andhra Pradesh or the history of the Deccan should not be less than one hundred foolscap pages typed in single space on one side and should not exceed two hundred such pages. The monographs dealing with the technical aspects of Archives-keeping and archival science including the sciences of preservation should be not less than fifty foolscap pages of paper typed in single space on one side and should not exceed one hundred and fifty such

pages. The applications received from the candidates are considered and reviewed by the Selection and Review Committee constituted by the Government. On the basis of the decisions of the said Committee, candidates are selected for writing the monographs. The selected candidates will have to complete their monographs and submit two typed copies to the Director of State Archives within a period of eight to ten months from the date of selection. The monographs received will be adjudged by the Selection and Review Committee and the best Monograph will be selected for publication. The authors of the Monographs that are finally selected by the Selection and Review Committee will be paid a lumpsum remuneration of Rs. 500 (fixed). The selected Monographs are then published under the Regular Monographs Series of the State Archives, Government of Andhra Pradesh.

So far, eight monographs have been selected for publication by the Selection and Review Committee. Out of these, four monographs have already been published under the Regular Monograph Series of the Andhra Pradesh State Archives.

2. *Subsidized Monograph Series*:

In order to encourage lecturers and research students to publish their Doctor of Philosophy doctorate degree theses relating to the history of modern Andhra Pradesh and the Deccan, a separate scheme known as the Subsidized Monograph Scheme was instituted. The theses should have been based partly or wholly on original sources material in the Andhra Pradesh State Archives, the Tamil Nadu Archives, or other Indian archival repositories. All Ph.D. theses having a bearing on the Modern History of Andhra Pradesh and the Deccan will be considered for the scheme; the written permission of the University which awarded Ph.D. degree for the thesis is necessary for the publication under the scheme. The thesis to be considered for selection under this scheme should be in English or in Telugu.

The applications and the thesis received from the candidates will be reviewed by the Selection and Review Committee constituted by the Government. On the basis of the decisions of the Committee theses will be selected for publication. Under the Subsidized Monograph Series Scheme, a subsidy is offered in either of the following two ways for publishing the selected thesis. In the first method, the State Archives of Andhra Pradesh, would bear half the cost of publishing the thesis, provided 100 copies of it are given free of cost to the State Archives, Andhra Pradesh. In the second method, the Andhra Pradesh State Archives would guarantee to purchase 150 copies of the publication without any financial assistance for publishing the thesis. The copies of the publication to be received by the State Archives free of cost or by purchase will be distributed to public or Government libraries all over the State and elsewhere.

The payment of half the cost of publication shall be made after 100 copies of the publication are given free of cost. The author should

deposit one typed copy of the thesis for verification after it is printed, and the author should do the proof correction. The thesis selected for publication under this scheme is then published as a monograph under the Subsidized Monograph Series of the State Archives of Andhra Pradesh.

So far, three doctoral theses have been selected for publication by the Selection and Review Committee, out of which one thesis has already been published under the Subsidized Monograph Series of the State Archives, Government of Andhra Pradesh.

Programme of Lecture Series in Archival Science, Historiography, Research Techniques, and other subjects

With a view to acquaint the technical and archival scientific staff of this Department with the various aspects and problems of Archives-keeping, History, certain aspects of Administration, research techniques, scientific method and related subjects, including Archaeology and epigraphy, and study of comparative languages, history of philosophy, and study of languages/scripts in which records and archives are being preserved in this Department, a programme of lectures by reputed academicians, experts and specialists in the various fields has been commenced in the year 1966-67. It has been continued since then. Under the lecture programme, each speaker is paid a token honorarium of Rs. 50 per lecture.

So far, 45 lectures on various topics and subjects of Research Techniques, Administration, *etc.,* by the eminent scholars, reputed academicians and specialists in the fields have been arranged under the lecture programme. The fields covered include archaeology, chronology, epigraphy, numismatics, history, archival science, history of religion, philosophy and comparative study of languages, museology, linguistics and Administration.

The Library of the Andhra Pradesh State Archives

The Library of the Andhra Pradesh State Archives at Hyderabad contains about 25,000 volumes, of which about 10,000 are in English and the rest mainly in Telugu, Marathi, Kannada, Urdu and Persian. There are also several books in Japanese, German, Russian, Sinhalese, Burmese, Chinese, French, Spanish, Portuguese, Italian, Arabic, Turkish, Sanskrit, Hindi, Tamil, Bengali, Punjabi and several other Indian and Foreign languages.

The Library is intended for the use of the officers and members of the staff of the offices of the Andhra Pradesh State Archives Department, and research scholars. Its main field of concentration is mediaeval and modern Indian History, Indology, Indian Philosophy, ancient Indian culture and civilization, and comparative religion. The library also contains travelogues, gazetteers, atlases, biographies, and some books on art. The publications and journals of the National Archives

of India and the various State Archives and foreign archival institutions relating to History and Archives-keeping, Archival Science and records management are available. There are several books on Indology, Chronology, epigraphy, and numismatics. There are a few books on archival theory and practice, and some reference books.

The Library has also got a set of United States of America Congressional Records for the period 1873 to 1954. It is proposed to acquire U.S. Congressional Records for the period 1954 to 1979. The library is receiving the following journals among several others:—

I. *Indexing Periodicals*:

(1) Accessions List—India, Bangladesh, Nepal, Sri Lanka.

(2) *Indian Press Index.*

II. *Library Science and Documentation*:

(3) *Herald of Library Science.*

(4) *IASLIC Bulletin* of the Indian Association of Special Libraries and Information Centres, Calcutta.

(5) *Popular Photography* (U.S.).

III. *Archival Science and Records Management*:

(6) *American Archivist.*

(7) *Archives* (U.K.).

(8) "*Archivum*"—*Revue Internale des Archives.*

(9) *Indian Archives.*

(10) *Journal of the Society of Archivists* (U.K.).

(11) "*Prologue*": *The Journal of the National Archives and Records Service* (U.S.).

(12) *Records Management Quarterly* (U.S.A.).

IV. *Foreign Affairs*:

(13) *India Quarterly.*

(14) *Indian and Foreign Review.*

V. *Administration and Management*:

(15) *Documentation in Public Administration.*

(16) *Indian Journal of Public Administration.*

(17) *Management in Government.*

VI. *History*:

(18) *Indian Economic and Social History Review.*

(19) *Indian Historical Review.*

(20) *Indica.*

(21) *Indo-British Review.*

(22) *Islamic Culture.*

(23) *Journal of Asian Studies.*

(24) *Journal of Indian History.*

(25) *Quarterly Review of Historical Studies.*

VII. *Others*:

(26) *Aajkal* (Urdu).

(27) *Bharati* (Telugu).

(28) *Andhra Pradesh* (English, Telugu, Hindi and Urdu).

The Library also has *back volumes* of the following journals:

(1) *Annals of the Bhandarkar Oriental Research Institute.*

(2) *Commerce.*

(3) *Comparative Studies in Society and History.*

(4) *Contributions to Indian Sociology.*

(5) *Eastern Economist.*

(6) *Economic and Statistical Bulletin.*

(7) *Hyderabad Today.*

(8) *Journal of the Andhra Historical Research Society.*

(9) *Rural India.*

(10) *Seminar.*

(11) *Sri Venkateswara University Oriental Journal.*

VI. History:

(18) *Indian Economic and Social History Review.*

(19) *Indian Historical Review.*

(20) *Indica.*

(21) *Indo-British Review.*

(22) *Islamic Culture.*

(23) *Journal of Asian Studies.*

(24) *Journal of Indian History.*

(25) *Quarterly Review of Historical Studies.*

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(9) *Rural India.*

(10) *Seminar.*

(11) *Sri Venkateswara University Oriental Journal.*

CHAPTER XII

A Macro-Archival Analysis and a Synoptic Archive Index

"To make dictionaries is dull work"

—SAMUEL JOHNSON [1709-1784],

Dictionary of the English Language, Preface.

Human history tells us that in any civilization or community, sooner than later, the need is felt for arrangement, categorization and classification of documents, records and papers. This is inescapable under any form of Government. This is true of the papers and records of individuals and private citizens too, and not only of public records.

Documents usually fall into two broad categories, *viz.*, the official, Governmental documents,—that is to say, documents of State which come into existence and get produced in the course of administration,—and private, personal or non-official documents which concern the lives, activities and personal inter-relationships between associations and societies, social groups, and members of the public, and private companies and organizations.

Both these categories of documents contain papers of ephemeral or temporary interest whose preservation or continued existence, if they survive, is due to accident or sheer ennui of the persons concerned who do not throw away such papers of little or no value due to inertia. The official documents category includes papers concerned with the working of the administrative juggernaut, and comprises of official correspondence, orders, registers of various kinds, and those which arise from the contacts of the administrative leviathan with the citizen, private bodies, associations and societies, and comprise of papers such as returns, petitions, letters, memoranda and applications on the one side, and on the other side, tax receipts, licences, certificates, orders, *etc.*, issued by official persons, officers, official bodies and authorities.

The Government is usually very much concerned about the proper upkeep, custody and preservation of official papers and documents. Private contracts, papers and licences have also to be produced in litigation and administration and for other purposes. These private documents have to be produced as evidence in courts of law. These too have, therefore, to be preserved. It is in all these matters that Archives Departments and Central Records Offices play an essential role.

The value of Public Documents

Public documents have two types of value:—

(1) Materials containing details about the administration and functioning of an official agency or department have value for the public administration and civil servant in the course of exercise of his official powers and the performance of his official duties. Records which are of evidentiary or evidential value are also those which can provide authentic and authoritative documentation on the working of that agency or department. Here the administrator has the need of the technical services of a trained Archivist to preserve such records.

(2) Records containing details, statistics and information on the organization, methods, functions, activities and procedures of an organization or agency are of indispensable value to the Government, the official, the researcher and to students of Government. For the Government these papers are a store-house of valuable material on the history and past policies of the concerned department or branch of Government.

Definition of Public Records

Although Indian Law has not given any precise definition of the term "Public Records", it has defined the closely related term "Public Documents"* as meaning (1) documents forming the acts or records of the acts (*a*) of the sovereign authority, (*b*) of official bodies and tribunals, and (*c*) of public officers, legislative, executive and judicial, and (2) public records kept of private documents.

Public records have grown tremendously in volume in the last century and a half. The expansion of Government's activities resulted in tremendous increase in paper work and consequently of production of records. The volume of public records produced in a country is also determined by the way its Government agencies function as far as paper work is concerned in their business. These official papers became records. As records increase in volume they also become more complex. As Governmental activities go on expanding, the papers become more specialized, and consequently the records pertaining to them become increasingly complex. The complexity of modern public records is partly attributable to the way they are organized and kept. For the most part they are kept in a haphazard manner. This is true of the archival situation even in advanced countries.

The functions of an official Archives or an Archival Institution can briefly be described as follows:—

(1) to centralize all permanent and semi-permanent records, and to house them in a scientifically designed archival building built in accordance with the principles of Archival Science, and Architecture as applied to archival structures;

*Please see Appendix V.

(2) to depesticize, fumigate and preserve the records, papers and documents of permanent or semi-permanent value, and to arrange for their continued systematic de-pesticization at periodical intervals, and for their mending and repairs according to basic principles of Archival Science;

(3) to furnish such of these records and papers as are periodically indented for by officials, official agencies, government ministries/departments/offices to which need these papers and/or to which these archives pertain or originally belonged when they are in need of the same for referencing;

(4) to ensure that the aforementioned departments return the archival records and papers to the Archives as soon as they have done with the same, or as soon as the purpose for which the original indent was made by the department concerned has been fulfilled (*i.e.*, the old papers and records should not be unnecessarily retained by the records-indenting department for a moment longer than is necessary in terms of the original indent. If necessary, the records can again be indented for later on);

(5) to throw open records of generally over twenty-five to thirty years of age to *bona fide* research scholars engaged in historiography, historical research, and in other branches of study and research;

(6) to publish guides, indexes, archival/records manuals, catalogues, reference media, finding aids, and indexing material describing, classifying, categorizing and listing records, documents, manuscripts and other material in the Archives;

(7) to provide proper research facilities complete with comfortable seating arrangements and research rooms having all the necessary research paraphernalia and all other concomitant scientific research equipment, in accordance with principles of scientific method and ergonomics for the use and benefit of research scholars, officials, academicians and others who visit the Archives to refer to and study archives, books and documents;

(8) to publish records in extenso, or selections from historical and other records at periodical intervals, in order to sustain public attention, and governmental attention and interest, in the Archives and its working;

(9) to provide proper training in Archival Science, Library Science, Archival Administration, Records Management and Documentation Science to its own technical and archival personnel;

(10) to furnish speedily and without delay, archives and papers required by various departments for filing in courts and for other legal purposes;

(11) to be in touch with, and keep liaison with, other archival bodies and institutions, documentationists, documentalists, antiquarians and archivists elsewhere, and make other archival and research institutions aware of the archival holdings, artefacts and antiquities in its own possession;

(12) to survey records, manuscripts and papers of archival value and historical importance in the archival hinterland of the Archives, and if possible and if necessary, to acquire such private collections or individual papers for proper preservation for posterity in the Archives; and,

(13) give bold, fearless and correct advice to public authorities, universities, research institutions, officials and agencies, and the government, on matters pertaining to Records Management, Archival Administration, and Archives-keeping in public offices in the area of the jurisdiction of the Archives.

As has been correctly pointed out by Dr. Purnendu Basu in his three articles in *The Indian Archives*@ around the early 1960's on the nature of public records, there is a mistaken notion that the *raison d'etre* of Archival Institutions is historical research and that archives are preserved solely for purposes of historical studies. I found this notion very much in evidence even among learned septuagenarian history professors when I had the pleasure of meeting them in the 46th Session of the Indian Historical Records Commission in Aurangabad in January 1979* in which session I represented the Government of Andhra Pradesh.

It is necessary to point out that all records are created by the original paper-creating or record-creating public agencies in the course of administration and for administrative purposes, and never for the purpose of assisting historians and history-writers to write history. Records creation is not an end in itself. Record creation is ancillary to administration and results from administrative acts and orders. At the same time, all archives and public documents are potential sources of historical knowledge. This is so because they record and document certain administrative acts, decisions and events, and are, therefore, authentic, contemporary and authoritative evidence of such events. They are authoritative sources of information on historical sequences of administrative events. Governments preserve these archival papers and

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@ These articles were later published in the shape of a booklet entitled "*Archives and Records:* What *are They*?" (by Purnendu Basu, published by the National Archives of India, New Delhi, 1961.)

* I was told that some of these worthy historians who should have long ago gracefully retired, were attending I.H.R.C. sessions for last fifteen to twenty consecutive years. A few of them appeared to harbour the incorrect idea that Archival Science and Archivists are the hand-maidens of historians and history scholars! I was also surprised to observe that some officials of the National Archives and various State Archives attending the I.H.R.C. session were playing second fiddle to these historians.

documents for their own reference and official use. Various government departments and agencies need these papers for legal, documentation and administrative purposes. Archival preservation, retention and retrieval is indispensible for the functioning of Governments. Referencing of records is necessary in the execution of Governmental day-to-day business and in the normal course of official transactions of Governments. Referring to old records is part of offical routine.

Records offices date back to the times of the Maurya, Gupta, Byzantine, Roman, Assyrian and Asiatic-Greek empires, and the Greek City States.* But the use of archives and records for historical purposes dates back to only the last one hundred to 150 years. Government records are no doubt sources of history. But they are not the *only* sources of history, even though they may be important sources of history. They are limited to Governmental activities. (This fact should never be lost sight of). Hence their relevance to a nation's history are limited to, and are proportionate to, the extent to which the sum-total of Government's activities form part of the aggregate and the totality of the nation's activities. It is only when we take into account *all* the records of *all* Governmental and semi-governmental departments, public and private agencies, public institutions, societies, organizations, bodies, prominent citizens and individuals that the complete picture of the events of the country's body politic, the society, the economy and national life will emerge.@ For instance, a study of the factory papers

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* The Chinese invented Paper long before Europe had heard of paper. The Egyptians invented Papyrus. When the ancient Egyptians recorded details of public events in hieroglyphics on their papyrus rolls, the world's first public documents were produced. When they stored these papyrus annals in public buildings, the world's first archives and archival records came into being. The Assyrians under their great and cruel emperor, Asshurbanipal (668-626 B.C.), and later the Babylonians, recorded their documents on clay-tablets and clay-bricks, by inscribing on them in cuneiform characters. The English archaeologist, Austen Layard carried out excavations in 1850 near Nineveh in Mesopotamia (Iraq). Layard unearthed the Assyrian clay-tablets and stone-slabs, and the remains of the great Asshurbanipal's libraries of these slabs and tablets. These Assyrian stone-slab and claytablet "documents" are perhaps among the world's first examples of public administrated archives. (25,000 of these illustrated and inscribed stone-slabs constituting ancient Assyrian proto-archival records are even now in the British Museum, London. These slabs and tablets are profusely illustrated with sculptures of exquisite Assyrian craftsmanship.)

@ The author realized the importance of studying the archives of social, religious and cultural organizations in order to reconstruct the social, cultural and socio-economic histories of local areas and regions, in 1966-70 and 1977-79, when he made selective appraisals and rapid studies of the records of societies and bodies as diverse as the Rotary Clubs, the Church of South India, the Andhra Pradesh Congress Committee, the Indian Civil and Administrative Services (Central) Association, the Indian Council of World Affairs, and His Holiness the Jagadguru Sankaracharya of Sringeri's pontifical office and Sarada *Peetham*, Sringeri. The records of a few Buddhist monasteries of Sikkim, the Sikkim Institute of Tibetology in Gangtok, and the Tibetan Lamas' Association of Kalimpong have also been studied by the author in 1979, from the historical, archival and records management angles. Much of this valuable archival material is being lost due to ravages of time, or lies untapped. The study of the priceless and voluminous archives and papers of various Hindu *Maths*, Hindu Saivite and Vaishnavaite pontiffs and even various Hindu "God-men" all over India, is absolutely necessary to reconstruct religious histories of various sects of Hinduism and carry out studies on Hindu religious thought, philosophy and culture. During the Kumbha Mela (January-February 1977) in Prayaga and Allahabad, the author studied very old papers from the archival collections with Hindu mendicants, astrologers and itinerant monks. Very often these persons, some of whom are nearly eighty to hundred years of age, unfortunately lose their archives and papers while on interminable tours all over India. Such papers are lost to posterity.

and the ecclesiastical, commercial and judicial records of the English, French, Danish and Dutch East India Companies* of the eighteenth and nineteenth centuries in the Madras Archives and the Pondicherry Archives helps to reconstruct certain aspects of social and regional socio-economic histories which only the political records of these trading companies cannot fully document or portray.

The Archival Legislation Committee appointed by the Government of India in 1959 in its report submitted to the Central Government in December 1960 had suggested the following steps and remedial measures in respect of the housing and the upkeep and management of archives, weeding out of ephemeral records, *etc.*:—

(1) Archival repositories should be organized in the States and Union Territories wherever they did not exist.

(2) The departmental record rooms of Central Government Ministries/Departments should be reorganized and properly staffed.

(3) While the administrative departments should continue to shoulder the responsibility for management, preservation, selection, disposal and retirement of their records, the Archival Departments were to be responsible for supervising and co-ordinating these activities of the Government as a whole.

(4) Steps should be taken to amend the Constitution of India by making a suitable modification in entry 40 of list III (Concurrent List) of the Constitution relating to "Archæological sites and remains other than those declared by Parliament by law to be of national importance" to enable the framing of a single Central Law that would take care of both the Union and State Archives. (Specific mention should be made of the subject "Archives" either in entry No. 40 or in a separate entry in the Concurrent List).

(5) Pending the Constitutional amendment proposed, separate archival laws should be enacted for the Centre as well as for each one of the States and Union Territories in the Indian Union.

* *Please see Supplementary Catalogue of Dutch Records* (Madras Record Office, 1952) and *Catalogue of Danish Records* (Madras Record Office, 1952). Please also see the general Catalogues and archival lists of the public records of the French Indian settlements and the archives of the Government of Pondicherry in Pondicherry and Yanam.

Reference is also invited to the thirteen volumes of *The English Factories in India* (*A Calendar of Documents in the India Office, British Museum and Public Record Office*) (edited by William Foster, published from 1906 onwards, at the Clarendon Press, Oxford) dealing with the period from 1618 to 1669. The 14th volume of the same series was edited by Charles Fawcett. These volumes, from the first volume (dealing with East India Company documents of the period, 1618-21) to the thirteenth volume, (1668-69), and the fourteenth volume (1670-72) edited by Charles Fawcett, contain a wealth of material about the life and times of the pioneering factors and dynasts of the John Company and the history of India over a span of fifty-five years in the 17th century. This series comprises of some of the most notable British works of the period, which give comprehensive references to archival material on India in the public archives in London.

Appraisal of Archives and Records

At some stage a judicious selection has to be made of the archives/records that can be destroyed without any harm to either administration or scholarship. A dynamic archive managerial policy of selectivity has to be evolved. Towards this end, proper care should be exercised to evolve a system of archival preservation principles with optimum priority and selectivity as their cornerstones. Bad appraisal has very often led to be valuable records being thrown away and the valueless being kept. There are also instances of people who may use the information contained in records to the detriment of Government and society, or to harm individuals and social groups. Again there are others who may wish to tamper with the records in order to destroy or distort evidence, and to subvert the due process of law, or to defeat public interest.

Appraisal standards

The files should normally be recorded under any of the following classes:

1. Those to be kept permanently or indefinitely.

2. Those to be kept for a specific period.

The classification of records to be kept permanently or indefinitely will be adopted for the records of (1) Administrative value, and (2) Historical value.

The following categories of files should normally be considered of *administrative value*:—

(*a*) papers containing evidence of rights or obligations of or against Government, *e.g.*, title to property, claims for compensation, *etc.;*

(*b*) papers relating to major policy decisions on administrative matters including those relating to the preparation of legislation;

(*c*) papers relating to the constitution, functions and working of important commissions (including commissions of enquiry), committees, working groups, task forces, *etc.;*

(*d*) papers on important procedures, *e.g.*, the administrative memoranda, legal opinions on important matters, such as proposals for administrative reforms, devolution of powers, *etc.;*

(*e*) papers concerning rules, regulations, departmental guides, codes, manuals, or instructions of general application;

(*f*) papers relating salient features of organization and staffing patterns of Government Departments, Public Sector Undertakings and public offices; and,

(g) papers relating to important litigation in which the interests of the State, the community at large, or of civic bodies and the administration are involved.

The following categories of documents and files should normally be considered of *historical value*:—

(a) files mainly dealing with the origin and development of a department, an undertaking or an agency of Government;

(b) papers relating to programmes, policies and other changes;

(c) papers relating to public events or any other event which have a bearing on the affairs of the nation, state, a region or a sub-region;

(d) papers containing reference to trends or development in political, social, religious, cultural, economic, scientific, technological, administrative or other fields;

(e) papers containing material or information on matters of local interest or regarding some investigation or inquiry; and

(f) any other specific categories of records on any aspect of history or of biographical or antiquarian interest.

To ensure that files are neither prematurely destroyed nor kept for periods longer than is necessary, every department should prepare records retention schedules (and records destruction time-tables) prescribing the periods for which files should be preserved. The archival retention schedules should be reviewed at least once in five years.

Appraisal Procedure

The general standard for appraisal of papers at the second or formal review is that it should take place about twenty-five years after the papers or records were created. Those archives whose administrative significance has been exhausted may be destroyed, and if at least a part of their importance still continues to exist, they can be given a further lease of life. Circumstances vary in from Department to Department and between Departments, and as such no universal archival rule is applicable nor can be prescribed. The sort of material which should be considered for permanent preservation may be those of value for (1) Departmental purpose, (2) Research purpose, and (3) other purposes.

Principles of archival arrangement

Records in an Archives or an Archival Repository should in no case resemble goods on the shelves of a shop or store without order and

without archive control systems of any kind excepting a hazy and doubtful one in the mind of the store-keeper. Records should be so arranged that they can be found and properly described. Records should be capable of quick location and retrieval. A proper system of retrieval procedures is a *sine qua non* of good archival management. Usually records come to a repository in many small accessions.* Records have to be shifted, classified and weeded as and when they came and are accessioned. Failure to do so leads to the records becoming unmanageable archival jungles. A cosmos can be created out of an archival chaos only with appraisal, weeding, classification and cataloguing on scientific lines. A synoptic archive indexial approach is best suited to Indian conditions. This is the author's considered view after studying the working of the National Archives and the Archives of various States including Andhra Pradesh, Assam, Maharashtra, Tamil Nadu and West Bengal in 1978 and 1979. Comprehensive cataloguing and indexial programming is not capable of serious implementation in most State Archives, as there are no trained personnel apart from the absence of administrative infrastructure. Records are generally the leavings or legacy of a Government departmental or agency, existing or dead, that are made available for use of researchers after they cease to have current interest. Such driblets of archival records coming from many different sources and often in disarray or in a disarranged condition must all be arranged, classified, labelled, numbered and described. The components of accessions should be placed in proper chronological order and the accessions themselves must be arranged in the stacks according to a plan. If records are not properly arranged they cannot be found readily and retrieved easily when needed.

As he arranges them a trained Archivist determines how records should be classified and described. He arranges records according to their provenance in particular organic bodies. He may describe each archival group by describing in the index or the catalogue the particulars of the Government agency that created it, *e.g.*, the Department of Administrative Reforms (1965-1970), the Health, Housing and Municipal Administration Department (1960-1970), the Prime Minister's Office (1977-1979) or the Ministry of Health and Family Planning (1968-1972). Arrangement thus is largely a process of grouping such units in a meaningful series in relation to one another. An Archivist must bring order and relation to unrelated things by sorting out and categorizing papers with the purpose of revealing the content, chronology and significance of records. He must give meaning to the categories of archival classification and indexial division in order to make them known to others. There are two basic principles of archival arrangement. The first which is known as *the principle of provenance* is that records should be kept according to their source. The second which is

*As my mentor, Shri A. N. Jha, I.C.S., once told me in 1962 when I was an Indian Administrative Service Probationer under training in the National Academy of Administration, Mussoorie, little driblets of manuscripts and records make a mighty archival ocean, and one can get drowned in this records ocean in the absence of proper retrieval control systems.

known as *the principle of original order* is that records should be kept in the order originally imposed on them. The principle of provenance means that records should be arranged so as to show their source in an organic body or as an organic activity.

Records Management

The serious short-comings from which State records suffer include: (1) acute shortage of space, (2) lack of control of environment and natural conditions, and (3) absence of adequate repair and binding arrangements.

To have a proper Records Management Programme and to evolve a viable Archival Scientific Control System the following suggestions are offered:—

(1) While the main issue involved is the retention of a reasonable or optimum proportion of the volume of records produced by a records creating agency, we should be conscious of the need for economy in the creation and then preservation of records. This requires improvements in the Documentation system at every stage. Unnecessarily preserving useless records adds to overheads and administrative costs.

(2) The Administrator is required to have a foolproof system under which the files and other records are suitably recorded at the close of the calendar year or the financial year as the case may be.

(3) At the stage of recording very great care should be taken to see that the records which are not worth retaining for more than a year are weeded out.

(4) The administrator should at the stage of recording duly classify the records in the order of their importance and identify the records which are not worth retaining for more than ten years, and place them into a distinct classification category if possible. Such records should be kept separately in the departmental record room for proper review and disposal at fixed intervals.

(5) Every administrative Ministry or Department should prepare retention schedules (disposal schedules) for different categories of records so that all the records which have to be weeded out at the level of the administrator are weeded out strictly in accordance with the schedules.

(6) The administrator should also be conscious of the fact that retaining ephemeral records for the period even for a month beyond what they deserve or beyond the limit prescribed in the retention schedules costs more than what those records deserve. The time limits prescribed in the schedules should reflect the actual need for retention in terms of retention period prescribed. That is, no paper should be scheduled for longer retention than is strictly necessary. This can be judged only by the records creating agency or the administrator, and not by the Archivist.

(7) For the records of a Ministry/Department which are expected to be required for a longer period or are marked for indefinite retention, strict vigilance should be maintained by the Administrator, the

Archivist and the departmental record officer so that they are weeded out in accordance with the retention schedules, but with great care so that no records of permanent value are destroyed.

(8) All records which survive the stipulated period of retention should be reviewed by the Administrator, or by the Archivist in consultation with the Administrator.

(9) Whether or not a paper is worthy of becoming a record with even a short period retention schedule status should be gone into carefully, to prevent unnecessary records from coming into existence. Vigilance at the *pre-archivage* stage is necessary. (*Pre-archivage* is a word in use in French and is not current in English as yet).

(10) It is essential to have up-to-date reference media drafting systems and viable indexing, cataloguing and listing procedures which should be ensured by the Archivist and the administrator with the help of the departmental record officer or sub-archivist of the system.

(11) A multi-disciplinary, synergetic systems approach with a joint consideration of issues by administrators, archivists, historians, academicians, *etc.*, is necessary to have effective archival administration and records management. It should be the endeavour of the authorities to create an atmosphere where comprehensive programming and planning in archival matters is possible in terms of such a purely managerial and synergetic approach.

(12) Authorities and Governments should provide adequate funds for proper archival planning and development. All over the world today, archival management and organization,—the archival function,—are not getting the attention they deserve nor is there adequate financial support. The importance of the care of documents for posterity has to be recognized by society. This has to be reflected in proper budgetary provisions for schemes for Archival development and planning.

(13) Comprehensive records management services on an all-Government basis or on an inter-Ministry or all-Departments basis in the Centre, and on an all-Government canvas in the State cannot be managed by mere Gazetted Record-keepers or glorified Archivists who have neither the will and ability nor the necessary leverage and executive weight in the administration to enforce proper Records Management practices in all departments. The Andhra Pradesh and Tamil Nadu practice (being followed since 1962) of having senior civil servants belonging to the Indian Administrative Service Cadre of the State to head the Archives Departments as Director-General of Archives or Commissioner of Archives and Historical Research, should be extended to all the other States and Union Territories. I.A.S. Officers should be posted as Commissioners and Directors-General of Archives and ex-Officio Secretaries to Government in the National Archives of India and in all the State Governments if meaningful techniques and principles of Archival Science, Archives Administration, Documentation

Science and Records Management are to be effectively implemented and rigidly enforced on all-Government basis in all Ministries/Departments of the Governments concerned.

Appended below is a *Comprehensive Archival List-cum-Records' Index** which catalogues details of the *entire* archival holdings of the Andhra Pradesh State Archives in its Hyderabad establishments as on the date on which the writing of this book has been completed, *viz.*, the 22nd August, 1979.

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* According to the idiom of Records Management, a *comprehensive archive list*, a *grand archival index* or a *macro-archival list* is one that gives the bare outlines and particulars of the *entire* holdings of an archival institution or archives office. Such a list is not necessarily alphabetical. Such a list is both chronological and subject-wise, and can also be alphabetical in certain parts or certain divisions of the whole list or compilation of lists. Such comprehensive indexes or lists are essentially synoptical. A *records index* is not always alphabetical, as the ordinary index of a book usually is.

A COMPREHENSIVE ARCHIVAL LIST-CUM-RECORDS' INDEX

Divisions and Branches/Sections of the APSA concerned	*Department of Government to which the Archives relate*	*Total number of archives, papers and records preserved*	*Time, period or years to which the records pertain*
(1)	(2)	(3)	(4)
RECORDS OF THE DEPARTMENTS OF THE SECRETARIAT AND HEADS OF DEPARTMENTS OF THE ERSTWHILE GOVERNMENT OF HYDERABAD			
R–1 (Repository)	Cabinet Council	8,000 files; 5,194 fly-leaves. 546 registers.	1891–1919
	Executive Council	32,345 files	1891–1950
	Political Department	2,81,441 files; 4,896 registers.	1807–1951
	Constitutional Affairs Department	3,926 files	1928–1950
	General Administration Department	3,000 files, Gazettes, and *farmans* } 15,859 27,757	1948–1955
	Army Secretariat	67,637 files, 17,540 fly-leaves, 2,574 pages.	1862–1951
	Army Headquarters	72,480 files, 200 pages.	1885–1950
	Education Department	8,749 files, 28,812 fly-leaves.	1868–1952
	Agriculture Secretariat (Rural Reconstruction)	14,925 files	1896–1952
	Labour and Social Welfare Department	2,880 files	1929–1950
	Industries Department	3,564 files	1932–1948

COMPREHENSIVE ARCHIVAL LIST—(*Continued*)

(1)	(2)	(3)	(4)
	Law Department	2,172 files, 15,815 fly-leaves	1894–1944
	Labour Commissioner	407 files	1938–1948
	Accountant General's Office	2,512 bundles/lots and 116 registers of budgets.	1871–1905
	State Archives	12,664 files, 3,293 registers.	1925–1975
	THE FORMER NIZAM'S GOVERNMENT DAFTAR RECORDS		
Daftar-i-Diwani		18,825 papers	1721–1895
Daftar-i-Mal		18,908 papers	1721–1918
Daftar-i-Istifa		44,055 papers	1712–1859
Daftar-i-Bakshigiri		7,95,770 papers	1756–1929
Daftar-i-Mawahir		11,974 papers	1901–1951
Daftar-i-Qanungoi-wa-Chakbandi		1316 files, 9,270 papers	1842–1920

Daftar-i-Manasib-wa-Khitabat		2,105 papers	1720–1948
Sadarat-ul-Aliya		28,488 papers	1774–1940
Daftar-i-Mulki		2,112 files, 1,18,683 papers	1842–1928
Daftar-i-Munshikhana		2,36,360 papers	1853–1883
Daftar-i-Peshkari		52,335 papers	1798–1851
Nazm-i-Jamiat		5,12,500 papers	1876–1954
Daftar-i-Khazana-i-Amira		2,23,261 papers	1853–1920
Muntakhabas		63,838 documents	1866–1975
Siyahas		28,488 documents	1774–1973
R–2 (Repository,)	MADRAS, ANDHRA AND ANDHRA PRADESH RECORDS		
	Indices of Government Orders	2,760 indices	1920–1956
	Indices of the proceedings of Board of Revenue.	2,900 indices	1920–1962
	G.O.Ms. series on Services matters of the Secretariat departments.	2,60,000 Government Orders	1920–1957
	Miscellaneous Proceedings of the Board of Revenue	46,800 volumes	1857–1949

N.B.: (*i*) All dates/years are of Christian era unless otherwise stated.

(*ii*) To obtain year of Christian era, please add 590 years to the Fasli year.

COMPREHENSIVE ARCHIVAL LIST—(*Contd.*)

(1)	(2)	(3)	(4)
	Printed Proceedings of the Board of Revenue * Printed Proceedings of the Secretariat departments.*	8,000 volumes	1858–1922
	Official Gazettes of the Governments of Hyderabad, Madras, Andhra and Andhra Pradesh.	3,250 volumes	1832–1979
	Records of District Collectorates. (Records of the CDM and the Subordinate magistracy /revenue offices of the Collectorate)	1,673 volumes	1682–1858
	Registration Department records	300 volumes	1760–1864
	Electoral Rolls of Assembly and Parliamentary constituencies	1,162 rolls	1966–1975@
	Survey records	4,00,000 archives approximately.	1848–1956
	State Archives Custody/Strong Almirah documents	2,30,000 archives approximately.	1920–1979
	Krishna Collectorate records	2,80,000 papers	1658–1910
	Archival collections of Shah Jahan's reign	4,573 documents	1627–1658

RC–1 (Research and Cataloguing)	Family collections	78,924 documents	(*i*) 1406–1410 (*ii*) 1672–1945
	Private collections	2,000 documents	1672–1945
	Salar Jung Estate records	2,00,000 files ((mostly)	1720–1945
	Documents of Aurangzeb's reign	1,20,000 documents	1658–1707
	The Andhra Pradesh State Archives Library	25,000 books & Mss.	1723–1979 A.D.
	Documentation cell	50,000 books 10,000 pamphlets and tracts	1845–1979 A.D.
State Archives Interim Repository (Secretariat)	*Records of the Nizam's Government and Records of the Hyderabad State* †		
	Health, Housing and Municipal Administration Department	1,809 files and 1,12,794 fly-leaves	1280 F. (1870 A.D.)
			1290 F.–1355 F. (1880–1945 A.D.) 1950–1956 A.D.
	*Board of Revenue, Hyderabad State***	17,335 files and 52,532 fly-leaves.	1280 F.–1356 F. (1870–1946 A.D.)

* Survey Department.

@ Further electoral rolls have been received for the period 1975-1979 and are being accessioned and registered.

† Records of the Nizam's Government (up to 1948) and of the Part B State of Hyderabad (1948-1956) after its integration with the Indian Union in 1948.

** Revenue Department and Board of Revenue.

COMPREHENSIVE ARCHIVAL LIST (*Contd.*)

(1)	(2)	(3)	(4)
State Archives Interim Repository (Secretariat)	*Revenue Department*	38,195 files and 1,82,705 fly-leaves	1280 F–1358 F. (1870–1948 A.D.)
	Further acquisitions: Revenue Department	71,269 files and 59,613 fly-leaves. (All of the Revenue Department)	1950–1955 A.D. 1880–1956 A.D.
	Finance Department	16,482 files and 39,956 fly-leaves	1280–1358 F. (1870–1948 A.D.) and 1950–1955 A.D.
	Home Department	32,925 files+2,967 files 11,209 fly-leaves	1290–1355 F. (1880–1945 A.D.) and 1948–1951 A.D.
	Official Gazettes of the Government of Hyderabad	1265 volumes	1281 F.–1356 F. (1871–1946 A.D.) and 1950–1956 A.D.
	Andhra Pradesh Records: *Education Department*	27,772 Government Orders	1960–1968
	Revenue Department	19,694 Government Orders	1960–1968
	Home Department	19,179 Government Orders 11,252 Proceedings	1960–1968 1960–1968

Food and Agriculture Department	23,576 Government Orders	1960–1968
Industries Department	16,056 Government Orders	1960–1968
Public Works Department	27,578 Government Orders	1960–1968
General Administration Department	9,297 Government Orders	1960–1968
Health Department	25,920 Government Orders	1960–1968
Municipal Administration Department	10,358 Government Orders	1960–1968
Housing Department	1,768 Government Orders	1960–1968
Panchayati Raj Department	10,819 Government Orders	1960–1968
Finance Department	8,216 Government Orders	1960–1968
Law Department	269 Government Orders	1960–1962

* **Also, Hyderabad State Gazettes of the periods, 1946-48 and 1948-50.**

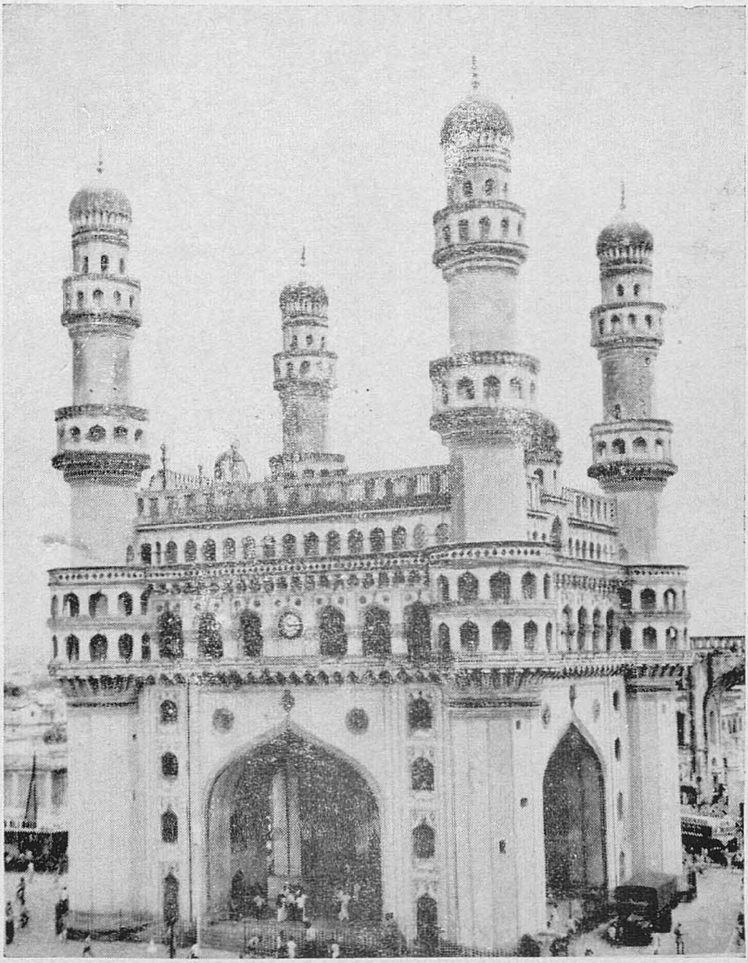
Here it may be observed that the collections of records preserved in the R-1 Branch of the State Archives contain some non-essential papers and registers. Action was taken by the present author in August 1979 to set up an expert *ad hoc* committee of historians, administrators and archival experts to go through these records from the archival, administrative and historiographical/historical angles. But it was found that it would take at least two years to finish this task. Another snag is that the services of Persian and Urdu scholars is necessary for weeding out the papers of the *Daftar* collections of the Hyderabad State. These are not easily available. Finally it was ordered in November 1979 by the author (in his capacity as Director of State Archives) that all reminders and papers of ephemeral value should be removed from the old files in consultation with the concerned Departments of the Secretariat and Heads of Departments of the Government of Andhra Pradesh.

It was further felt that a phased programme of microfilming of printed proceedings volumes would save much floor space and several thousand linear metres of storage racks in the stack area. This was abandoned as the cost involved (about Indian Rupees 135,000) was beyond the realms of reality as far as the financial capacity of the Andhra Pradesh State Archives in 1979-80 was concerned. The only positive idea that emerged as a result of the State Archives consultations on the subject was that periodical inspections for weeding the Government Orders could be done by the Secretariat Departments in consultation with the State Archives Department.

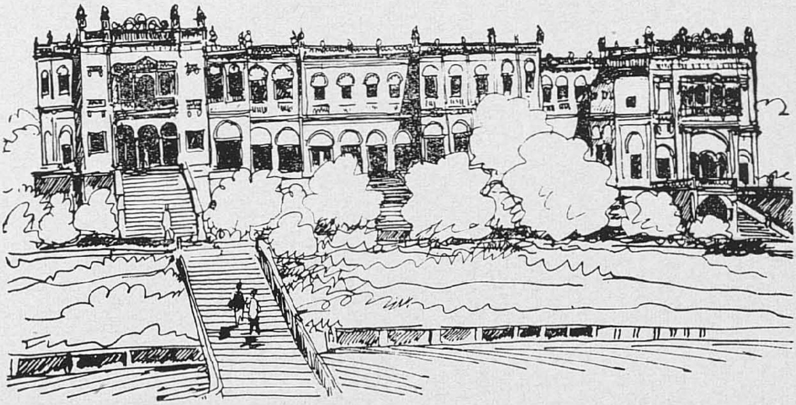
As far as the R-1 and R-2 (Repository) Branches' lists in the Grand Archival Index-*cum*-Lists given above are concerned, most of the records are of historical value. The weeding of non-essential records among the R-2 Branch records has been done long ago. A small proportion of the documents of the Salar Jung collection are of ephemeral value. The issue of weeding the said records was for long being negotiated with the nominees/trustees of the Salar Jung Estate* as these records were acquired by the Andhra Pradesh State Archives in terms of a court decree. These issues were taken up by the Director of State Archives in October-November 1979 for the formulation of a time-bound programme of action. Some progress has been achieved in this direction.

The Andhra Pradesh State Archives is one of the leading archival insitutions in the world and possesses a veritable ocean of priceless historical papers, archives, documents, antiquities, records, manuscripts and books. It is one of the few Asian archival institutions which is diligently applying principles of Archival Science and Scientific Records Management in managing and assessing its gargantuan collections, especially since 1962-63. Problems are bound to crop up in a scientific institution of this size, and they will most certainly be tackled effectively by the Archivists and technical experts working in the *Abhilekha Nilayam*, the headquarters of the Andhra Pradesh State Archives Department in Hyderabad (India). The future holds promise for the Andhra Pradesh State Archives, and its administrators, archivists and technical personnel.

* That is, the Salar Jung Estate Committee for the purpose of administering the estate of Nawab Salar Jung III (who died on the 2nd March, 1949) appointed under the Salar Jung Estate (Administration) Regulation, 1358 F.(Hyderabad Regulation No. XXXIV of 1358 F.) and the Nawab Salar Jung Bahadur (Administration of Assets) Act, 1950 (Central Act No. 36 of 1950).



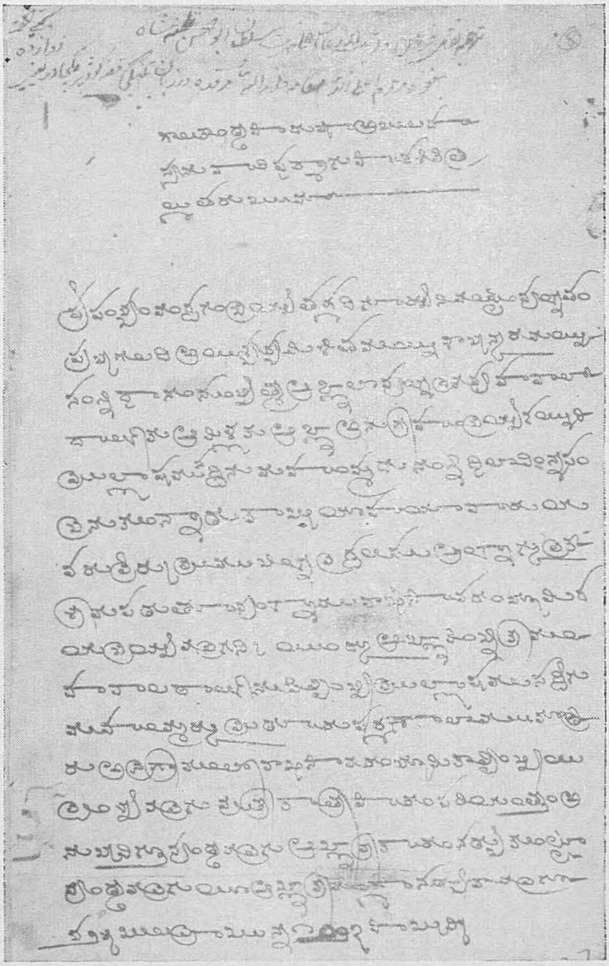
1. THE *CHARMINAR*, HYDERABAD.—Completed by Muhammad-Quli Qutb Shah (1580–1612) in 1000 A. H. (1591–92 A.D.), the construction of the *Charminar* or "Four Minarets" started sometime before the laying of the foundations of the new capital city of Bhagyanagar or Haidarabad in 1590 A.D.



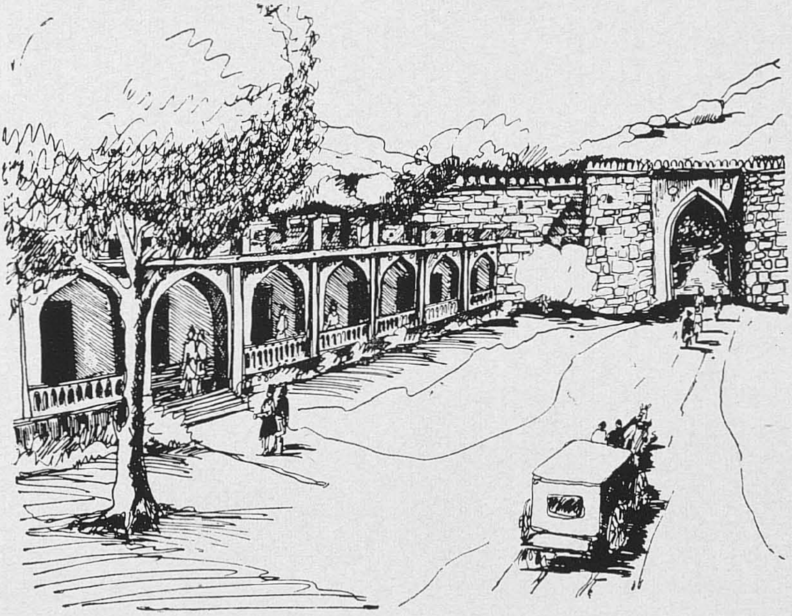
2. *ERRAM MANZIL* (or *Irrum Manzil*), Hyderabad, where the Central Record Office, Hyderabad, was once located.

[Pgs. 3, 13 & 14, and illustration No. 13, *qq. v.*]

3. A *farman* of the Bahmani sovereign, Feroz Shah Bahmani (1397–1422), dated the 25th Zilkada, 808 Hijra (14th May, 1406 A.D.) bearing *Tughra* and the Bahmani royal seal. (Please see item no. 1 in the archival table on page 16).

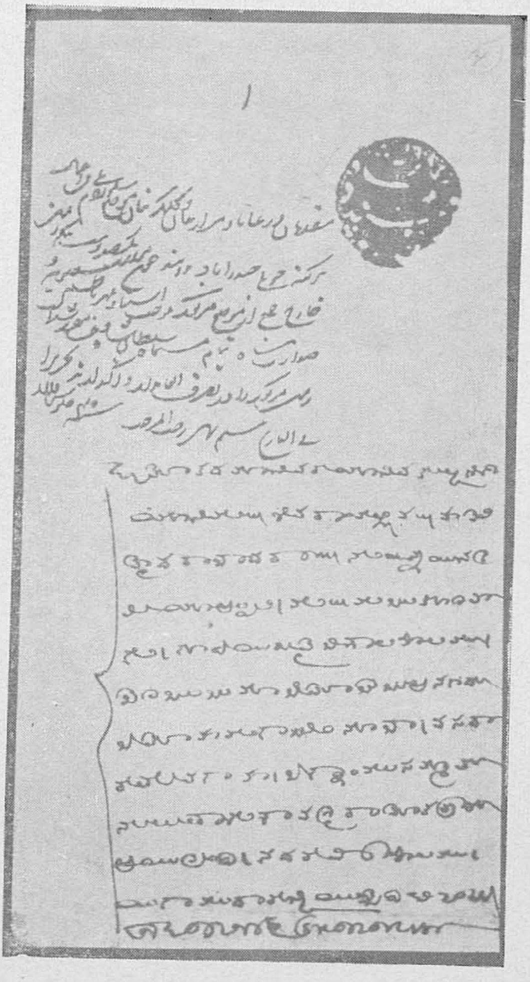


4. An official Telugu translation of the *farman* of Abul Hasan Qutb Shah (1672–1687) regarding the grant of land to one Shamsuddin Muhammad in Koderu village in Meduru *Paragana*, in Murtazanagar (Guntur) Circar.



5. *QILA-I-ARAK* (Arak Fort) in the city of Khujista Bunyad or Aurangabad, where the archives of the Mughal *Daftars* of Shah Jahan and Aurangzeb were located.

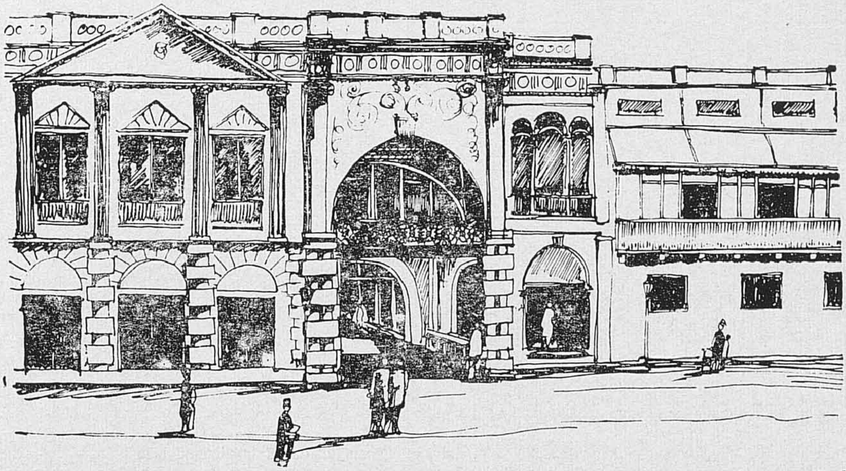
[Please see pgs. (xxiv), 5 and 21.]



6. A bilingual Mughal document dated the 29th Rajab, 1108 A.H. (2nd February, 1697 A.D.) regarding restoration of land to Sultan Shah and others according to the *sanad* issued by the *Nazim* of the *Subah*.

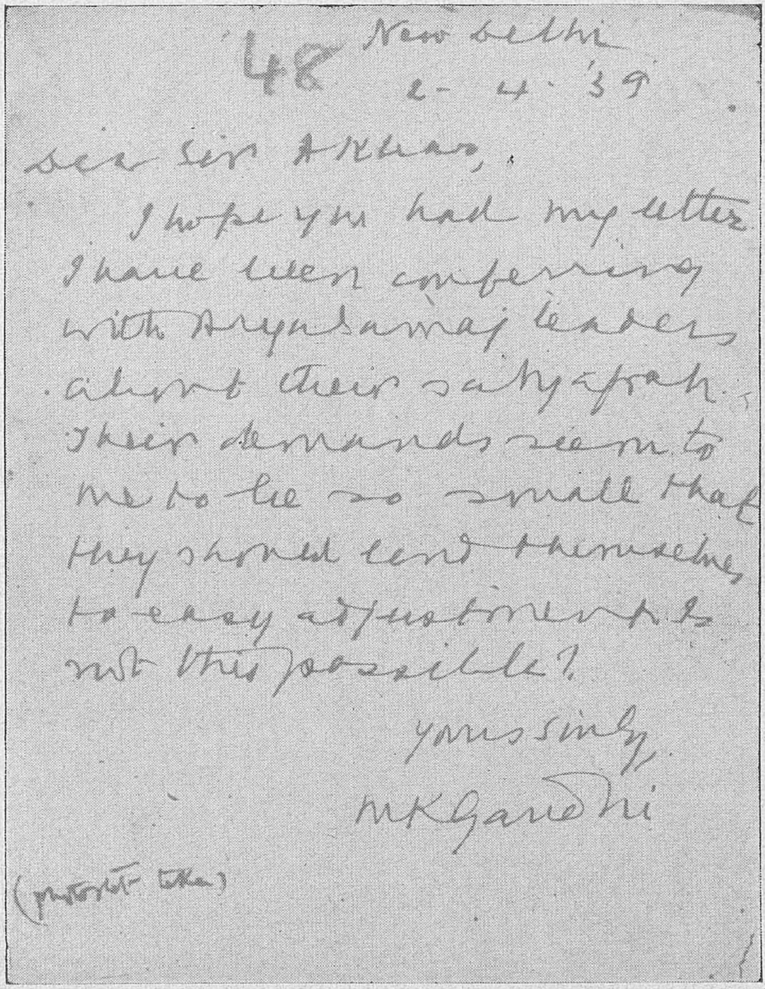
7. "*DEVDI MAHARAJA KISHEN PERSHAD*", HYDERABAD—the original house of the *Daftar-i-Peshkari*.

[Please see pg. 72.]



8. MALWALA PALACE, HYDERABAD—where the *Daftar-i-Mal* was once housed.

[Please see pg. 47.]



48

New Delhi
2-4-'39

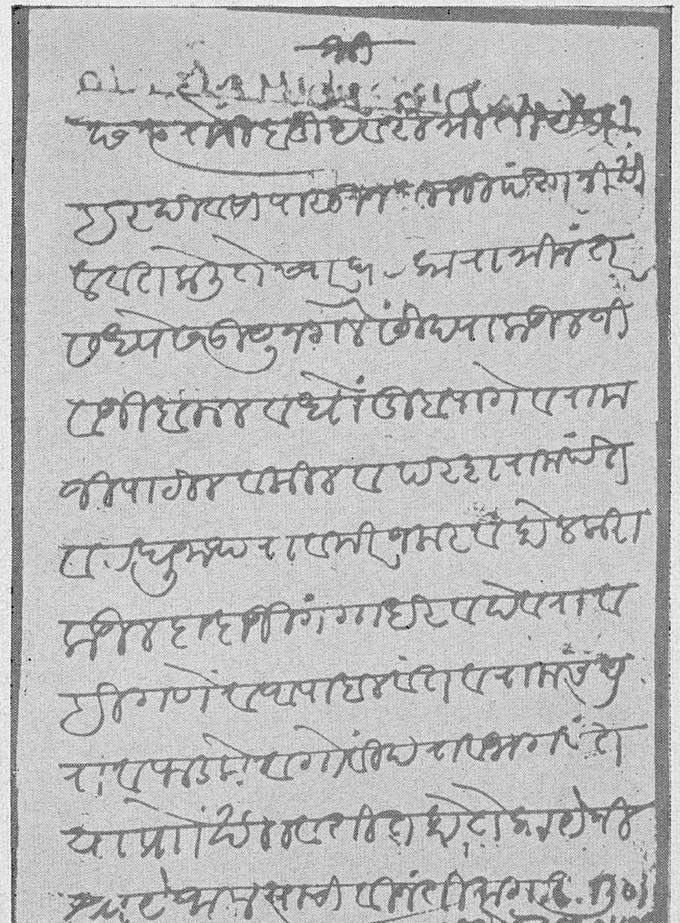
Dear Sir Akbar,

I hope you had my letter. I have been conferring with Arya Samaj leaders about their satyagraha. Their demands seem to me to be so small that they should lend themselves to easy adjustment. Is not this possible?

Yours sincerely,
M K Gandhi

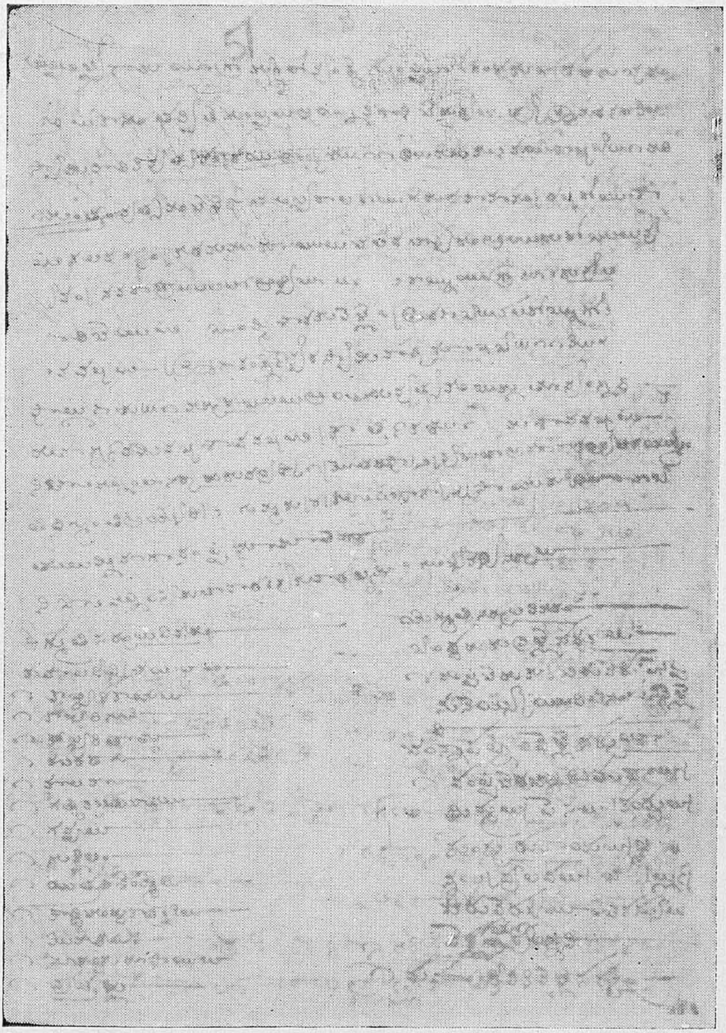
(photostat taken)

9. A letter dated the 2nd April, 1939, from Mahatma Gandhi, addressed to Sir Akbar Hydari, regarding the *satyagraha* of the Arya Samaj leaders of Hyderabad.

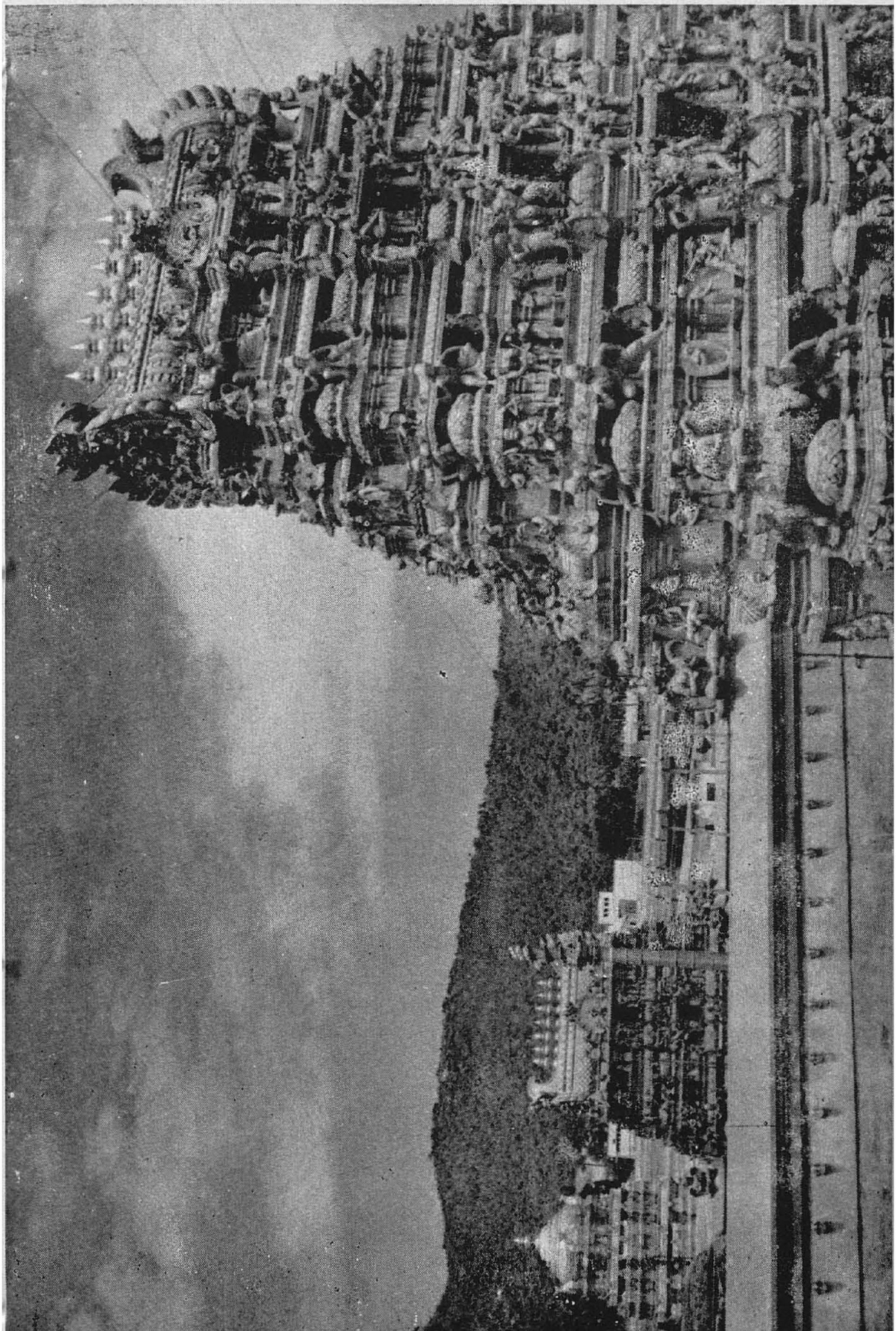


10. An *Akhbar* (newsletter) of 1796 A.D. in Marathi from Poona which reports that Nana Farnavis (Nana Phadnavis) had important discussions with the envoys of Daulat Rao Scindia of Gwalior and Tukoji Holkar of Indore, two important leaders of the Maratha Confederacy.

[Pgs. 44-47 *qq. v.*]

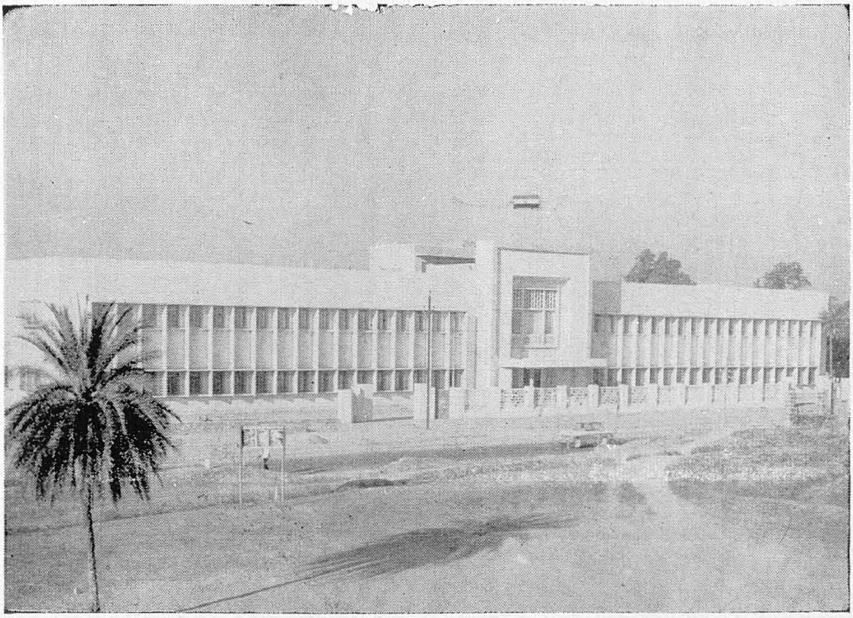


11. A Telugu document of the 18th century (of the East India Company's period) furnishing a list of articles imported and exported from the port of Nizampatnam (Guntur District) on the Coromandel Coast.



12. The world-famous Temple of Lord Venkateswara in Tirumala (Upper Tirupati) in Chittoor District, Andhra Pradesh–A *view* of the *Gopurams*.

[*q.v.*, P. 158.]

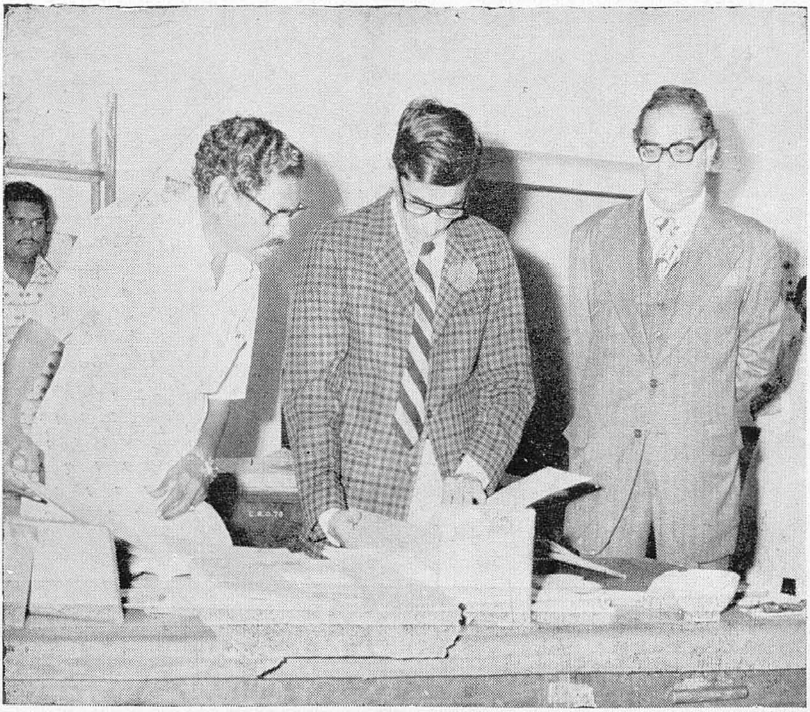


13. THE ANDHRA PRADESH STATE ARCHIVES BUILDINGS: A front view of the Administration Block of the *Abhilekha Nilayam,* the headquarters of the A.P.S.A. in Hyderabad.

[Pgs. (xxviii & xxix), 14 and 174, *qq. v.*]

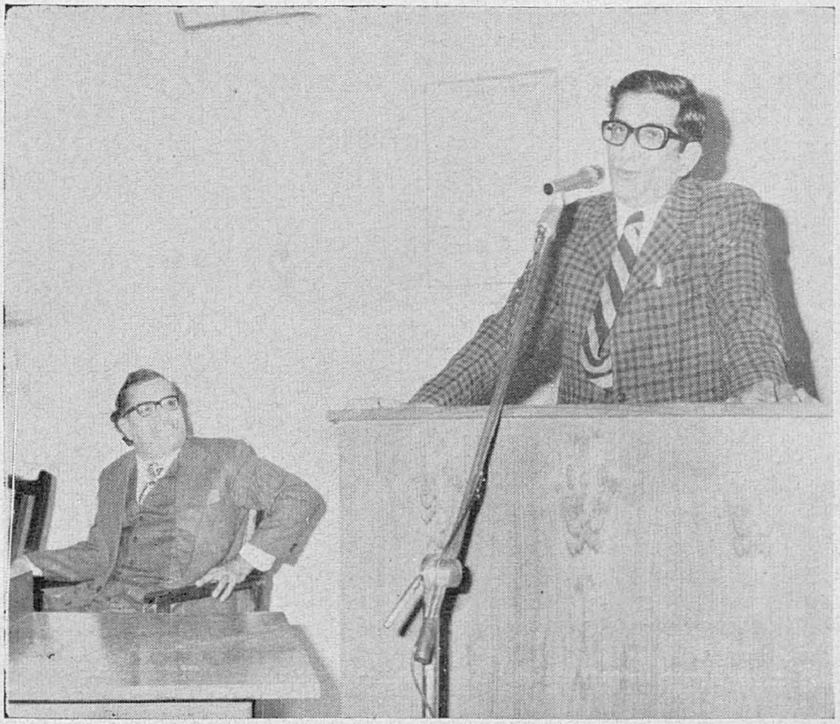
14. *In the Stack Area of Repository I* : The Education and Archives Secretary of the Andhra Pradesh Government, Shri M. Gopalakrishnan (left), and the author in the Main Archival Repository's Stack Area (Ground Floor) in the A.P.S.A. (5th November, 1979).

[Please see pgs. (xxix), and 176.]



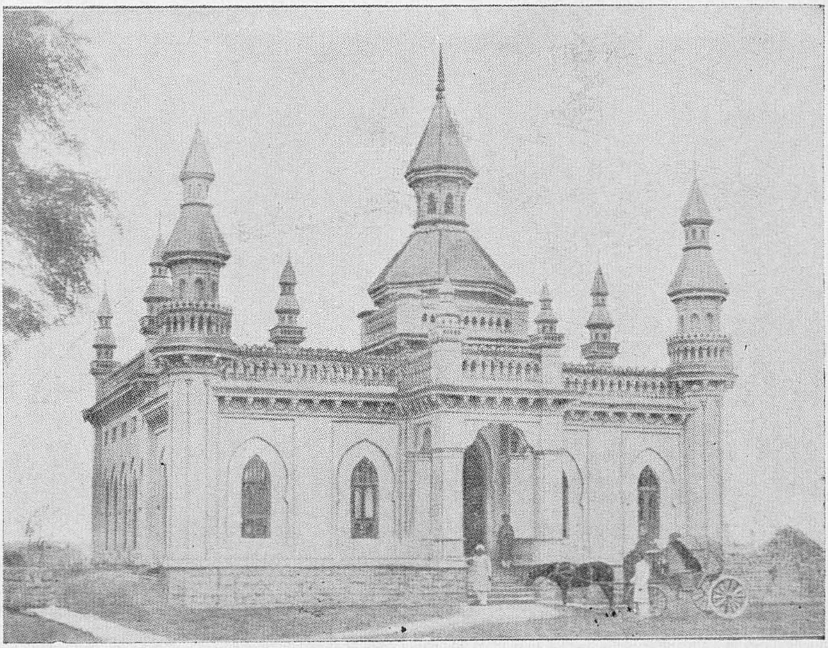
15. *A view of the Archival Repair and Preservation Division of the APSA*: The D.S.A., Shri M. V. S. Prasada Rau, IAS., and the Andhra Pradesh Education Secretary, Shri M. Gopalakrishnan, IAS., (first and second from right respectively) in the archival preservation and binding workshop. (5th November, 1979).

[Pgs. (xxiv-xxv) & 177, *qq. v.*]

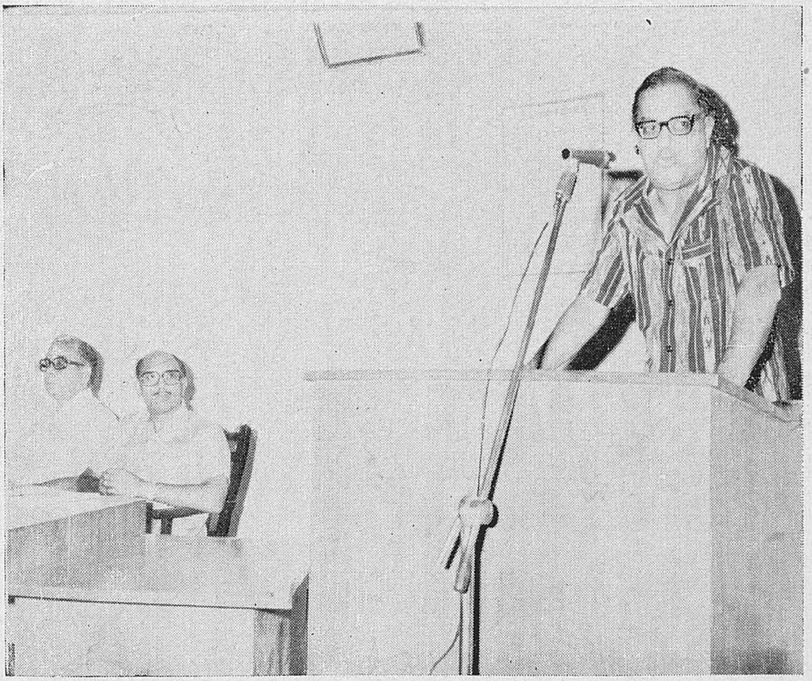


16. *An extension lecture of the Lecture Series Programme on Historiography, Archival Science and Records Management:* The Andhra Pradesh Education Secretary Shri M. Gopalakrishnan (right) addressing archivists, historians and scholars in the Research and Reference Division of the APSA, Hyderabad (5th November, 1979) with the DSA (left) presiding. (Please see page 191).

[The Government Secretary's lecture was on "*Archives and Administration*".]

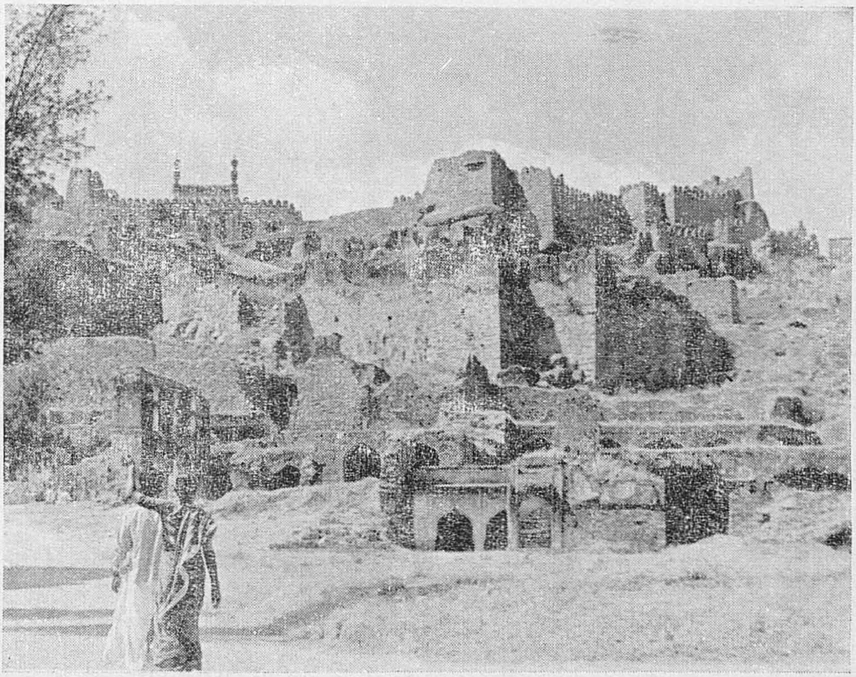


17. The Spanish Saracenic mosque in the grounds of Begumpet Palace, Hyderabad, built by Nawab Sir Vikar-ul-Umra in 1316 Hijra (1906 A.D.). This unique mosque which was modelled after a Moorish mosque near Cordova on the Guadalquivir River in southern Spain is noted for its beautiful Saracenic architecture. (Reproduced from an old book preserved in the APSA Library).



18. *A lecture of the Lecture Series Programme:* The Director of State Archives (first from right) welcoming the distinguished speakers, Shri M. Arunachalam, archival and financial management expert, and Shri K. R. Venugopal, I.A.S., Andhra Pradesh Finance and Planning Secretary, (first and second from left respectively), in the Main Research Room of the R. & R. D. of the APSA (9th November, 1979).

[The lecture was on "*Archives-keeping and Records Management in public account offices and State treasuries*".]



19. *A view of the Golconda Fort :* The history of Bhagyanagar (or Hyderabad), Telangana and the Deccan is woven round this formidable granite fortress, where the founder of Bhagyanagar, Muhammad-Quli Qutb Shah (1580-1612) reigned.

20. THE SALAR JUNG MUSEUM, HYDERABAD, which possesses the fabulous *objets d'art*, artefacts, MSS., and historical documents collected by Nawab Salar Jung III (1888-1949).

APPENDIX I

PUBLICATIONS OF THE STATE ARCHIVES

Till recently the policy of the Andhra Pradesh State Archives was to publish selective material in extenso from the *daftar* records, which were considered to constitute the raw material for a reconstruction of the political history of the Hyderabad State. Brief descriptive notes on the publications issued by the State Archives (and its predecessor offices) so far are given below:—

I. Mughal and Asaf Jahi Record Series

1. *Kitab-i-Daftar-iDiwani wa-Mal-wa-Mulki Sarkar-i-Alyee* (*in Urdu*) (17th to 20th century) .. With an Introduction in Urdu, this book contains facsimiles of the old Persian documents relating to the grant of land and cash *etc*. The papers have been drawn from the early administrative and other offices and are so arranged as to give a class-wise introduction to the archives of this office.

II. Mughal Record Series

2. *Selected Documents of Shah Jahan's* reign (1634-1658 A.D.) .. Transcripts of Persian text, with English preface, short descriptive notes and summaries of a variety of papers relating to the four *Subahs* of the Mughal Deccan under the viceroyalty of Prince Aurangzeb.

3. *Selected Waqai of the Deccan* (1660-1671) .. Transcripts of Persian text of selected *Waqai* (newsletters) and *Roznamchas* (daily news) with foreword, preface, introduction, summaries and descriptive notes in English. Throws light on the social, political and economic conditions that prevailed in the Deccan during the early period of Aurangzeb's reign.

4. *Selected Documents of Aurangzeb's Reign* (1634-1658 A.D.) .. Persian text with English summaries, with an introduction and an index, illustrated with Persian facsimiles. Contains selected documents relating to a

*

variety of subjects, *e.g.*, administration, collection of tributes, disposition of troops, awards of robes, and events of historical and political significance and the bestowal of grants and titles *etc.*

5. *Mughal Archives* (*Volume I*) (Chief Editor: S. Venkataramaiah, I.A.S.) .. A descriptive catalogue of the documents pertaining to the reign of Shah Jahan in several volumes, this is the first volume pertaining to the years 1628-1658.

III. Asaf Jahi Record Series

6. *The Chronology of Modern Hyderabad* (1720—1890) .. A reference book translated into English from the original Persian with a Foreword and introduction, illustrated with photographic facsimiles of documents. An index of the names, personalities and places, with genealogical tables of the Nizams, the Prime Ministers, and nobles of the period.

   It is a chronological account of the day-to-day events which took place in the court of the Nizams and in the Hyderabad State, and contains vivid accounts of the pageantry of the *Darbars* and royal processions, and social and economic conditions. It also sheds light on the political vicissitudes of the period.

7. *Newsletters of Nawab Mir Nizam Ali Khan's Reign* (1767-1799) .. Transcripts of Persian text with English translations and summaries, annotated and appended with indexes of personalities and places. These newsletters constitute confidential intelligence reports sent by the agents of the Nizams to the Hyderabad Government from various *Darbars* and places in the neighbouring States where they were posted in order to watch the movements and the policies of the native rulers.

8. *The Diplomatic Correspondence between Mir Nizam Ali Khan and the East India Company* (1780-1798)	.. Contains summaries in English with original Persian text, eight facsimiles of original letters, an English introduction giving the background of the correspondence, and indices of personalities and places.

IV. OTHER DYNASTIES' RECORDS SERIES

9. *Farmans and Sanads of the Deccan Sultans* (1406–1686 A.D.)	.. Persian text with English summaries, with an introduction, index and notes on technical terms and personalities. Illustrated with facsimiles of the *farmans*. Contains thirty four *farmans* of the Sultans of the Bahmani, Adil Shahi, Barid Shahi and Qutb Shahi dynasties dealing with events of historical and political significance, and the bestowal of grants and titles, *etc*.

V. MARATHA PERIOD RECORD SERIES

10. *Sanpuri Bakhar*	.. A brief Marathi chronicle (belonging to the class of *Bakhars*) which was loaned to the State Archives, Hyderabad, by the Osmania University for publication. It gives a running account of the main events of Maratha history against the background of the *Peshwa's*, diplomatic relations with the Nizam of Hyderabad, commencing the narration with the execution of Chatrapati Sambhaji in 1689 and ending with the events around the year 1776. The last historical fact mentioned is the despatch of robes of honour and jewellery by Nawab Nizam Ali Khan (Asaf Jah II) to the infant *Peshwa*, Srimant Madhava Rao II. (The writer is unknown.) With an English foreword, English summary of contents, a Marathi preface, original text, facsimiles of four pages of the text, a glossary and indexes of names of persons and place-names.

11. *Poona Akhbars, Vol. I* (1773-1781) .. A collection of 98 Marathi *Akhbars* (newsletters) between the year 1773 and 1781 covering the momentous happenings at the Maratha court at Purandhar and Poona and despatched to Nawab Nizam Ali Khan (Asaf Jah II) by newswriters appointed by the Asaf Jah. Contains accurate eye-witness reports and, throws interesting sidelights on the social history of the period.

With English preface, English summaries of the *Akhbars*, original text, facsimiles of four pages of the text, a glossary and indexes of persons and place-names.

12. *Poona Akhbars, Vol. II* (1781) .. Second volume of the series containing further 64 newsletters edited on the same plan as Vol. I of the series.

13. *Poona Akhbars, Vol. III.* (1782-1794) .. Third volume of the series containing a further bunch of 61 newsletters edited on the same plan as volumes I and II.

The History of the Freedom Movement Series

The Hyderabad State Committee appointed for the compilation of a history of the Freedom Movement in Hyderabad was under the administrative control of the State Archives (then the Central Record Office). Between the years 1956 and 1957 the State Committee brought out three volumes relating to the Freedom Struggle, which give a connected account of the activities relating to the Freedom Movement in Hyderabad between 1900 and 1920. They are based on secondary sources and some material in the Andhra Pradesh State Archives, some libraries in Hyderabad and in the National Archives of India in New Delhi.

VI. Freedom Struggle Series

14. *The Freedom Struggle in Hyderabad, Vol. I* (1800-1857) .. This volume covers the period 1800-1857. Among other things it gives an account of the disaffection in the Subsidiary troops, rebellions in Bihar, Aurangabad and Nanded districts, the rising at Kopbal, the sponsorship of the *Wahabi* Movement by Mubariz-ud-Daula, the son of Sikander Jah, *etc.*

15. *The Freedom Struggle in Hyderabad, Vol. II* (1857-1885) .. This volume covers the period 1857-1885. The Great Indian Mutiny of 1857 had its repercussions in Hyderabad. The volume describes the tragic last days of Raja Venkatappa Naik of Shorapur, the local risings in Malkhed and Kopbal, the Rao Sahib *Peshwa's* sojourn in Hyderabad, the revolutionary activities of Vasudev Balwant Phadke, the repercussions of the Rampa rebellion in the Khammam district, *etc.*

16. *The Freedom Struggle in Hyderabad, Vol. III* (1885-1920) .. This volume covers the period 1885-1920. It describes the part played by social and religious organizations in stimulating the struggle for freedom and the contributions of the public leaders like Mohib Hussain, Barrister Srikishan, Pandit Taranath, *etc.* It also describes the affiliations of the *Khilafat* Movement in the Hyderabad State.

17. *The Freedom Struggle in Hyderabad, Vol. IV* (1921-1947) .. This volume covers the period 1921-1947. It describes the visit of M.A. Jinnah to Hyderabad and the ban, spread of Gandhian influence, the *Khilafat* movement, the Hyderabad Political Conference at Kakinada, Bombay, Poona and at Akola, Gandhiji's visit, the *Vandemataram* Movement, Hindu Mahasabha Prajamandal, Hindu Civil Liberties Union Satyagraha, Andhra Mahasabha. The Cripps Mission, "Quit India" Movement, propaganda of Rushbrooks Williams, Sir Walter Monckton and the Cabinet Mission, and the visit of Lok Nayak Jaya Prakash Narayan and Sir Mirza Ismail to Hyderabad.

18. *The Freedom Struggle in Andhra Pradesh (Andhra), Volume I* (1800-1905)* .. The volume consists of two parts, Part I describes the revolts and rebellions against the British led by the Poligars and *Zamindars* of Ganjam, Vizagapatam,

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*Edited by Prof M. Venkatarangaiya.

Godavari, Krishna and Guntur. It also describes the economic conditions of Andhra under the East India Company and the British Crown. Part II consists of source material.

19. *The Freedom Struggle in Andhra Pradesh (Andhra), Volume II* (1906-1920)* .. This volume covers the period 1906-1920. It describes a survey of Freedom Struggle, the *Vandemataram* movement from 1906-1911, Andhra Movement, National Politics, Home Rule Movement, the emergence of Mahatma Gandhi, the Non-Co-operation Movement, *etc.* (It contains extracts from source material.)

20. *The Freedom Struggle in Andhra Pradesh (Andhra), Volume III* (1921-1931)* .. This volume covers the period 1921-1931 and consists of two parts. Part I describes the non-co-operation and civil campaign in Pedanandipadu, forest satyagraha in Palnad, and the Rampa rebellion. Part II consists of source material.

21. *The Freedom Struggle in Andhra Pradesh, Volume IV* (1932-1947)* .. This volume covers the period 1932-1947.

22. *Who is Who of Freedom Struggle in Andhra Pradesh, Volume I* This volume consists of alphabetically arranged life-sketches of freedom fighters of fourteen districts of Andhra Pradesh.

VII. Silver Jubilee Publications

23. *Highlights of the Freedom Movement in Andhra Pradesh* .. This book describes a survey of Freedom Movement, origin of Andhras, rise of Indian Nationalism in Andhra, *Vandemataram* Movement, Gandhian Era, Non-Co-operation Movement in Andhra, Salt Satyagraha, Civil Disobedience Movement, "Quit India" Movement Down of Independence, Freedom Movement in Telangana.

24. *Andhralo Swatantra Samaramu* .. This book is in Telugu. It deals with va ious phases of Freedom Struggle from the

*Edited by Prof M. Venkatarangaiya.

spread of British hegemony in Andhra (1744-1802)—Specific references among others to 1857-'58 revolt, Andhra under the East India Company rule, *Vandematarm* Movement, Home Rule, Gandhiji and Non-Co-operation, Simon Commission, Salt Satyagraha and "Quit India" Movement to the attainment of Independence.

25. *Desam Pilupu* .. This book is in Telugu. It contains a compilation of patriotic songs taken from Guruzada Appa Rao, Chilakamarti Lakshminarasimham, Rayaprolu Subba Rao, Garimella Satyanarayana and Adivi Bapi Raju, *etc.*

VIII. Monograph Series

26. *A Brief History of Andhra Pradesh*

27. *Finances and Fiscal Policy of Hyderabad State* (1900-1956)

28. *The Rate Schools of Godavari*

29. *The Board of Revenue in Andhra Pradesh*

30. *Studies in Foreign relations of India* (from earliest times to 1947)

31. *Gooty Kesava Pillai* (*A biography*)

32. *The Science of Archives-keeping*

33. *Nawab Imad-ul-Mulk* (*A biography*) (*Edited by M.V.S. Prasada Rau*)

IX. Sri Venkateswara University Collaboration Series

34. *The C. P. Brown letters* (*Telugu*)

35. *The Prosody of Telugu and Sanskrit Languages explained*

36. *A literary Autobiography of C.P. Brown*

"*Itihas*" (*The Archival and Historical Research Journal of the Andhra Pradesh State Archives*)

A half-yearly research journal in history entitled *Itihas* is being published by the State Archives since 1973. The aim of publishing this journal is to promote scientific and original research in history and to make available the latest results of archival research to the scholars who are conducting research in various fields of Indology and Indian History. So far the thirteen issues of *Itihas* have been brought out which contain articles of well known and reputed Historians. These are from the volume for the period January to June, 1973 to that for January to June, 1979.

The details of prices, postage charges, forwarding and packing charges, *etc.*, in Indian Rupees, U.S. Dollars, and Pounds Sterling for all publications can be ascertained from the Directorate of State Archives (Government of Andhra Pradesh), Publications Division, *Abhilekha Nilayam,* Uppal Road, Tarnaka, Hyderabad—500007, India.

APPENDIX II

ACCESS TO RECORDS AND FACILITIES FOR RESEARCH

1. *Access to records by Government Departments*:

The State Archives is the repository for the records of the Secretariat Departments of the Government of Andhra Pradesh. The procedure for the retirement of records of the Secretariat Departments is laid down in the Andhra Pradesh Secretariat Official Manual. In addition to the aforesaid Secretariat Departments, the records of some defunct departments have also been received.

Certain Heads of Departments also regularly send their records to the State Archives for custody. Among the Heads of Departments may be mentioned the Board of Revenue, the *Nazim Atiyat* or Director of *Inams* (Land Grants), and the Muslim Wakf Board which deposits merit certificates, and the Registrar of Co-operative Societies. Records are supplied to the Government Departments on requisition from them.

Requisition

A requisition is a reference received either by telephone or in a written requisition form from any Department of the Government, asking for a record for its use in official transactions. Requisitions are prepared by a reference to reference media like the printed annual indices or the transfer lists of records which are available both in the Departments of the Government and the State Archives. Official requisitions for records are regulated by the rules laid down in the Andhra Pradesh Secretariat Office Manual.

Certain Government Officers carry on research on a large scale and require frequent reference to records. For example the State Editor, District Gazetteers, who has to refer to a large volume of archival and printed material is given certain facilities.

2. *Access to Records by Private Parties*

Application for Research

A person requiring a search to be made among the records of the State Archives for the purpose of obtaining a copy of, or extract from a document, should submit an application for the purpose in writing to the Director, State Archives, Hyderabad.

The application should be accompanied by search-fee in the shape of court-fee stamps of value depending on the nature and age of the document. The search fee cannot be returned, even if the document is not found, or the grant of copies refused.

Grant of Copies

If a party is entitled to the grant of a copy of a document, he will be informed about the fees to be paid, or the stamped paper or court-fee stamps, *etc.*, to be furnished by him. The charges will depend on the method of copying whether hand-written by a calligrapher (for Persian and Urdu documents), typed or photo copies. The scale of the search-fee and copying charges of documents is available free of cost on application to the Director, State Archives.

3. *Access to Records by Research Scholars*

Rules regulating the access of Research Scholars and the public to the records in the State Archives, Andhra Pradesh, Hyderabad

PART I

PRELIMINARY

1. *Short title*:

These rules may be called "Rules regulating public access to records in the State Archives, Andhra Pradesh."

2. *Definitions.*—In these rules, unless the context otherwise requires,

(*a*) "*State Archives*" means the main office of the Director of State Archives, Government of Andhra Pradesh, situated at Uppal Road, Tarnaka, Hyderabad—500007 (India), and includes its branches and repositories;

(*b*) "*Interim Repository*" means the branch office of the State Archives, situated in the Andhra Pradesh Secretariat premises, in Saifabad, Hyderabad—500022;

(*c*) "*Archives*" means records, manuscripts and other documents, whether public or private, preserved in the State Archives;

(*d*) "*records*" means the published or unpublished, public or private documents preserved in the State Archives;

(*e*) "*Printed material*" means

(*i*) all the printed books specified in the catalogues and available in the Research Library of the State Archives;

(*ii*) all the reports, periodicals and other literature, including maps, published by any State or Central Government or by any institution as specified in the catalogue and kept in the Documentation Cell of the State Archives;

(*iii*) all the Official Gazettes preserved in the State Archives;

(*f*) '*Director*' means the Director of State Archives, Government of Andhra Pradesh, Hyderabad.

(*g*) "*Bona fide Research Scholar*" means

(*i*) An ordinary and corresponding member of the Indian Historical Records Commission;

(*iii*) Post-Graduate research workers of recognized Universities, Universities in the territory of India.

(*iii*) Post-Graduate research workers of recognized Universities, who satisfy the Director as to their *bona fides* by producing a certificate from the Vice-Chancellor or Professor or Reader of a recognized University or Research Institution;

(*iv*) An official of the Government of India or a State Government recommended by the concerned Government or the Head of a Department of such Government; or

(*v*) Any other person recommended by the Government of Andhra Pradesh;

(*h*) '*Form*' means a Form appended to these rules:

PART II

PUBLIC RELATIONS

3. *Visit to State Archives*:

(*a*) The Director may permit any person desiring to visit the State Archives to see the archives and activities of research, cataloguing and preservation carried on in various branches of the State Archives.

(*b*) Every such visitor shall first contact the Receptionist for guidance.

4. *Historical Museum*.—The museum of the State Archives shall be kept open for the public on all working days during office hours.

5. *Information Service*.—The Director may at his discretion furnish information of general interest available in the State Archives to any person or institution in respect of any specific topic.

5. *Record gifts*.—The Director may accept any gift of valuable historical records for permanent preservations in the State Archives as a private collection in the name of the donor.

7. *Access to printed material*.—The Director may permit any person to peruse any record or printed material in the State Archives subject to the provisions in the other rules.

8. *Publications of State Archives*.—The Publications of State Archives can be obtained from the Director on requisition submitted in Form I and on payment of cost.

Part III

Access to records

9. *Procedure*:

(*a*) Every person who wishes to consult the records in the State Archives shall apply in writing to the Director in Form-II.

(*b*) Applicants who are foreigners have to produce introduction from their representative Embassies or Legations in India or otherwise satisfy the Government of Andhra Pradesh about their *bona fides*.

(*c*) The Director may refuse permission to any person to have access to the records if he is satisfied that such permission will not be in public interest.

(*d*) The Director may grant permission to any foreigner to consult the records, but he shall inform the State Government of every such permission granted and obtain ratification.

(*e*) No record shall be delivered to a *bona fide* Research Scholar or any other person unless he has submitted to the Officer-in-charge of the Research Room a duly signed requisition slip meant for the purpose.

(*f*) Every person who obtains the records from the State Archives, shall promptly return the records, when no longer required, to the Officer-in-charge of the Research Room and get back his requisition slip or get it cancelled.

10. *Limitations*:

(*a*) Non-Confidential records irrespective of their age may be thrown open to all *bona fide* research scholars by the Director, State Archives.

(*b*) Confidential records which are less than forty years old may be made accessible to *bona fide* research scholars if permitted by the Government.

(*c*) Confidential records which are more than forty years old may be made accessible to *bona fide* research scholars by the Director without referring to the Government for permission. However, where the Director feels that consultation with the Government is necessary for granting permission to consult them, he/she should address the concerned department of the Government in the matter.

11. *Duration of permission.*—Permission granting access to the records shall remain valid for the period for which it has been accorded. If an extension is required, a fresh application shall be made by the person concerned.

12. (*a*) The *bona fide* research scholars may take excerpts, copies or notes from all non-confidential records which are thrown open

to them for access irrespective of their age subject to scrutiny by the Director.

(*b*) The *bona fide* research scholars may take excerpts, copies or notes from all confidential records which are more than forty years old, and thrown open to them for access, subject to scrutiny by the Director.

(*c*) Excerpts, copies or notes taken by the *bona fide* research scholars from confidential records which are less than forty years old, and thrown open to them with special permission of Government should be submitted to the Director for scrutiny and for certifying them for release.

(*d*) Excerpts, copies or notes taken by the *bona fide* research scholars from all the printed reports and Newspaper cuttings, which have been made accessible to them, should be submitted to the Director for scrutiny and for certifying them for release.

13. (*a*) Every *bona fide* research scholar who takes excerpts, copies or notes from records mentioned at items 12 (*c*) and 12 (*d*) shall submit an application to the Director along with a detailed list, in Form III, of records from which such excerpts, copies or notes have been taken and also submit the excerpts, copies or notes.

(*b*) As soon as an application under sub-rule (*a*) is received, the Director shall scrutinise the excerpts, copies or notes and may grant permission for their release or may withhold permission for release of the whole or any portion of such excerpts, copies or notes if in his opinion their release is not in public interest.

(*c*) If the orders of the Director are not communicated within three months from the date of submission of the excerpts, copies or notes under sub-rule (*a*) permission for their release shall be deemed to have been granted subject to the other conditions imposed by the rules.

(*d*) Any *bona fide* research scholar who is aggrieved by the decision of the Director under sub-rule (*b*) withholding permission for the release of the excerpts, copies or notes may within one month from the date of communication of such decision, appeal to the Government through the Director, and the decision of the Government on such appeal shall be final.

14. Any extract taken from the records will be certified as true copies only on an application made in Form-IV and on payment of fees at the rates specified in the Table of Fees appended to these Rules.

15. Any Research Scholar or other person desiring to get typed copies, extracts, notes which are difficult to read, may apply to the Director who may arrange to get them typed at the cost of such Research Scholar or person, by charging the rates specified in the schedule enclosed to these rules.

16. *Venue of Perusal*:

(*a*) Records may be perused only in the Research Room of the State Archives either at the main office or its branches in the presence of supervisory staff.

(*b*) No records shall be removed from Research Room on any account.

(*c*) No records shall be allowed to be removed from any shelf of the office except by one of the officials in-charge.

(*d*) Every person who has been allowed access to the Research Room shall observe such code of discipline as may be specified by the Director from time to time in that behalf.

17. *Hours of access to Research Room*:

(*a*) The Research Room shall be kept open for authorised persons on all working days between 10.30 a.m. and 5 p.m.

(*b*) Requisitions for records shall be entertained by the repository between 10.30 a.m. and 3.30 p.m. The records once supplied may be retained in the Research Room till detailed perusal is over but in any case not exceeding one month.

(*c*) The Director may at his discretion order the Research Room to be kept open on Sundays and other public holidays or outside the usual working hours.

18. *Handling of records*:

(*a*) Utmost care must be exercised in handling all the records and books entrusted to the *bona fide* research scholars for consultation. Lage-sized documents, files and volumes shall be placed on book-rests or tables and handled with care.

(*b*) No person shall lean on any of the documents or put one document on the other, or place on the documents the paper on which he is writing.

(*c*) No mark of any description shall be made on any records and no tracing, whatsoever, is permitted.

(*d*) Documents of exceptional value and documents in fragile condition, shall be supplied, subject to such restrictions as the Director may prescribe for ensuring their safety. No original document shall be issued for use of the *bona fide* research scholar where authorised copies are available.

(*e*) Any defect or damage to a document or book should be pointed out by the *bona fide* research scholar to the Officer-in-charge of the Research Room at the time of borrowing.

19. *Miscellaneous*:

(*a*) No note or transcription shall be removed from the Research Room without the permission of the Officer-in-charge of the Research Room.

(*b*) No books, records or other articles belonging to the State Archives shall be removed from the State Archives premises without the written permission of the Director.

(*c*) No photographic reproduction or tracing of records shall be made by any *bona fide* research scholar without the written permission of the Director. The Director may on a requisition made by a *bona fide* research scholar in Form-IV and on payment of fees specified in the Schedule of Fees, arrange for search, transcription, duplication, comparison, attestation or mechanical reproduction of any record or printed material.

(*d*) The Director may in his discretion waive the collection of fees in respect of any excerpts or copies of any record or other material supplied to the members of the Regional Historical Records Survey Committees or to any public institution.

(*e*) Every *bona fide* research scholar who uses the extracts or the information taken in any form from the records of the State Archives for purposes of historical research and publishes any book, paper or other work based on the material so taken, shall supply to the State Archives, two copies of each such publication free of cost, immediately after publication.

(*f*) Any person may be removed from the Research Room for wilful breach of the foregoing rules of discipline, or if he is guilty of persistent disregard to the authority of the officer-in-charge, or of damage of any sort to any record or document is likely to cause offence to other occupants of the Research Room. In case of any dispute, the matter shall be reported to the Director whose orders thereon shall be final.

(*g*) The Director may permit a private typist with a typewriter, or a Research Assistant, to accompany the *bona fide* research scholar to work for him, provided that such Typist or Research Assistant shall abide by the rules applicable to the *bona fide* research scholars and the research scholars shall be held responsible for all the acts of such typists and Research Assistants.

20. *Supply of Official Documents to Private Parties.*—The applications for the supply of copies official documents to private persons other than *bona fide* research scholars shall be dealt with in the manner laid down in paragraphs 613-614 of the Andhra Pradesh Secretariat Office Manual which are reproduced in the Appendix III.

N.B.:—The various forms used in transactions for supply of documents, publication, *etc.*, are appended to this Appendix for general information.

21. The *Schedule of Fees* for various items is as hereunder:—

1. *Transcription:*		Rs.-P.	
(*a*) Typed in double space	..	0—25	per fool-scap page
(*b*) Calligraphed	..	1—00	-do-
2. *Duplication:*			
(*a*) Typed in double space	..	0—20	-do-
(*b*) Calligraphed	..	1—00	-do-
3. *Comparison & attestation:*			
Typed or Calligraphed Transcription		0—20	-do-

Note: Normally only one or at the most three duplicate copies of a document are issued.

4. *Microfilm*:*			
(*a*) Negative from 1 to 10 frames	..	3—00	
for every additional frame		0—30	
(*b*) Positive from 1 to 10	..	1—00	
for every additional frame		0—10	
(*c*) Enlargements			
big size 12″ × 10″	..	4—00	in addition to the charges of microfilming indicated above
full size 8″ × 6″	..	2—00	
cabinet size 6″ × 4″	..	1—00	
5. *Dupliphot:*			
14″ × 18″	..	8—00	
for every additional copy	..	4—00	
14″ × 9″	..	4—00	
for every additional copy	..	2—00	
7″ × 9″	..	2—00	
for every additional copy	..	1—00	

Note: Dupliphot process offers size to size copies of a document up to a maximum size of 14″ × 18″. Bound books may not be duplicated by this process.

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*For the supply of micro-film copies, the State Archives uses a Kodak Record Micro-film Camera MRO—ZE, as on date (22nd August, 1979).

FORM I

For Office use only:
Inward No.....................

To

The Director of State Archives,
Government of Andhra Pradesh,
Abhilekha Nilayam,
Uppal Road, Tarnaka,
Hyderabad—500007, India.

Sir,

1. Kindly supply me the following publications of your department:—

Sl. No.	*Title*	*No. of copies*	*Rate per copy*	*Cost of publications and other charges*
(1)	(2)	(3)	(4)	(5)
			Rs.—P.	Rs.—P.
	Telugu			
1.				
2.				
3.				
4.				
5.				
	Persian			
6.				
7.				
	Marathi			
8.				
	Others			
9.				
10.				
	Other Charges			
11.				
12.				
	TOTAL:			

2. The cost of the publications together with other charges, *viz.*, packing and forwarding charges, railway freight and postal charges, if any, *etc.*, will be paid by me in advance.

3. The discount permissible may please be allowed.

Yours faithfully,

(Signature of the applicant)

Name of the applicant:
Postal Address (with Pin Code):
Date:

For Office use only:

For Assistant Director ( )

The applicant may be supplied with the Publications asked for on receipt of its cost and other charges, if any, in advance for despatch. Necessary discount permissible may be allowed for bulk purchase of Publications at a time.

Clerk	Superintendent	For Director
Assistant Archivist	Archivist	

The total cost of Publications asked for by Sri/Smt./Kum............ .... Rs. .... P....... (Rupees ....). The applicant is not eligible for a discount of Rs. .... at ....% towards the bulk purchase of .... Publications at a time—*vide* G.O. Ms. No. .... He/she has to pay other charges referred to in para (2) of the application amounting to Rs. ....P. ....

He/she has, therefore, paid in all Rs.....................P................. This amount is sent to Accounts Branch for acceptance and early issue of official cash receipt to the party through RR2/Branch.

Received the amount and cash Receipt No. ....issued.

Clerk	Superintendent	Shroff	Superintendent
Assistant Archivist	Archivist	Clerk	Accounts Branch

---

1. The ....Publications requested for have been received by me.

2. The official cash receipt No. .... dated .... towards cost of publications/other charges paid by me has been received by me.

Date: .... *Signature of the applicant*

1. The Accounts Branch may please state whether the amount has been remitted in the bank and if so, may please furnish the particulars.

Clerk — Superintendent

Assistant Archivist — Archivist

The amount of Rs. .... (Rupees ....) was entered in cash book folio No. .... dated .... included in Challan No. .... and remitted into the State Bank of Hyderabad on ....

Superintendent — Assistant Director (E)

Archivist

The above transaction made is submitted to the Assistant Director ( ) and this case may be closed as D.Dis. as no further action is necessary.

Clerk — Superintendent — Assistant Director

Assistant Archivist — Archivist

FORM II

(*Form of application for admission to the Research Room of the Research and Reference Division in the State Archives, Andhra Pradesh*)

To

The Director of State Archives,
Andhra Pradesh State Archives,
Abhilekha Nilayam,
Uppal Road, Tarnaka,
Hyderabad—500007,
Andhra Pradesh, India.

Sir,

I hereby apply for a ticket of admission to the Research Room of Research and Reference Division of the Andhra Pradesh State Archives to consult records. I promise to comply with the rules and regulations in force.

1. Name ....
   (in Block Letters)
2. Designation and present address ....
   ....
   ....
   ....
   ....
   ....
3. Profession ....
4. Nationality/Domicile ....
5. Topic of Research ....
6. Period for which admission is sought ....
7. Permanent Address of the Scholar ....
   ....
   ....
8. Particulars of records to be consulted

	Department	*Period*	*Remarks*
1.			
2.			
3.			
4.			

9. Recommended by** ....
   ....
10. Signature and date ....

(Signature of the Research Scholar)

NOTE: This form should be accompanied with a note specifying the scope of the research project.

**Not necessary in case of members of the Indian Historical Records Commission, and Professors or Readers of Recognized Universities.

Form III

Government of Andhra Pradesh

State Archives Department

Ref. No.

Ticket for admission to the Research Room of the Research and Reference Division of the State Archives Department.

(This ticket is valid for ....calendar months from the date of issue. It may be renewed on application to the Director of State Archives.)

Sri/Smt./Kum. ....is permitted to refer to the archives and records of the custody of the Andhra Pradesh State Archives Department in the Research Room of the Research and Reference Division in the Andhra Pradesh State Archives, "*Abhilekha Nilayam*", Uppal Road, Tarnaka, Hyderabad/ in the Regional Office of State Archives at ...., subject to the conditions imposed, and subject to such alterations and limitations as may, from time to time, be enforced, without any previous notice whatsoever.

N.B.:—The right of admission to the Research Room is reserved.

Director of State Archives,
Government of Andhra Pradesh,
Hyderabad.

Date of Issue: ....

Date of Expiry: ....

FORM IV

Detailed list of excerpts taken from the records by............

Date and number of consultation	*Particulars of the excerpts*	*Remarks*

FORM V

To

The Director of State Archives,
Andhra Pradesh,
Abhilekha Nilayam,
Uppal Road, Tarnaka,
Hyderabad—500007, India.

Sir,

I request you kindly to supply the transcriptions (Types/Calligraphic), duplications (Typed/Calligraphic) attested copies, microfilm copies with prints of ....size dupliphot copies of the following records manuscripts/printed material on payment of the scheduled fees.

1.
2.
3.
4.
5.
6.
7.

The copies are required for my personal use and I promise that I shall not mechanically reproduce and publish the entire or any part of the material (particulars mentioned above) or its translations without obtaining the prior permission of the Director of State Archives, Andhra Pradesh in writing and in case they are included in any publication or publications it will be duly acknowledged in the publication and two copies of such publication will be supplied to the Director of State Archives, immediately free of cost after publication.

Yours faithfully,

(Signature of the applicant)

Name————————————

Address——————————

————————————

Pin Code Number:—————

Station:

Date:

APPENDIX III

EXTRACTS ON ARCHIVAL MATTERS FROM THE ANDHRA PRADESH SECRETARIAT OFFICE MANUAL

"613. *Rules regarding grant of copies of official documents.*—The following procedure shall be observed in dealing with applications for the supply of copies of official documents in the Secretariat and in the Central Record Office (State Archives) to private persons:—

(1) A court-fee label of twenty-five paise should be fixed to an application or petition presented to any office for a copy or translation of any judgement, or any proceeding of, or order passed by, such office or of document on record in such office.

(2) Application for search—A person requiring a search to be made among the records in the Secretariat of the Government of Andhra Pradesh or in the Central Record Office (State Archives) for the purpose of obtaining a copy of, or extracts from a document, shall submit an application for the purpose in writing to the Secretary in the administrative department concerned. The application need not be stamped, but unless the document applied for belongs to the current calendar year, it should be accompanied with search fees on the following scale in the shape of court-fee stamps, which will not be refunded in any case, whether the document is found or not or whether copies are eventually granted or not:

(A) When the document belongs to any year prior to the current calendar year, but is not more than ten years old—

	Rs.–P.
(*a*) When the applicant gives the date of the document required or the year to which it belongs:—	
(*i*) For the document applied for, or if more than one document is applied for, for each document included in the same application except those specified in sub-clause (ii) ..	1–00
(*ii*) For every document other than the first included in the same application and connected with the same subject ..	0–50
(*b*) When the applicant does not know to which year or period a document belongs— ..	0–50
(*i*) For the document applied for, or if more than one document is applied, for each document included in the same application except those specified in sub-clause (ii)	
For the first year of search ..	1–00
For every year other than first year ..	0–50

Rs.–P

(*ii*) For every document other than the first included in the same application and connected with the same subject and belonging to the same year .. 1–00

(*B*) When the document is more than 10 years old but does not relate to any year prior to 1858.

(*a*) When the applicant gives the date of the document required or the year to which it belongs—

(*i*) For the document applied for, or if more than one document included in the same application, except those specified in sub-clause (*ii*) .. 2–00

(*ii*) For every document other than the first included in the same application and connected with the same subject .. 1–00

(*b*) When the applicant does not know to which year or period a document belongs—

(*i*) For the document applied for, or if more than one document is applied for each document included in the same application except those specified in sub-clause (ii) For the first year of search .. 2–00
For every year other than the first year .. 1–00

(*ii*) For every document other than the first included in the same application and connected with the same subject and belonging to the same year .. 1–00

(*C*) When the document belong to a year prior to 1858—

(*a*) When the applicant gives the date of the document required or the year to which it belongs—

(*i*) For the document applied for, or if more than one document is applied for each document included in the same application except those specified in sub-clause (ii).. 5–00

(*ii*) For every document other than the first included in the same application and connected with the same subject and belonging to the same year .. 2–50

	Rs.-P.
(*b*) When the applicant does not know to which year or period a document belongs—	
(*i*) For the document applied for, or if more than one document is applied for each document included in the same application, except those specified in sub-clause (ii) For each year of search ..	5–00
(*ii*) For every document other than the first included in the same application and connected with the same subject and belonging to the same year ..	2–50

A receipt signed by the Assistant Secretary or Under Secretary of the Department concerned shall be furnished to every person depositing a search fee.

NOTE:

(1) A separate application need not be presented in respect of each document of which copy is required.

(2) Enclosures or annexures to letters, accounts or other documents form part of the documents to which they appertain, and are not reckoned for purposes of search as separate documents.

(3) For all papers filed together and forming a single record only one search fee need be paid but in the case of Oke's Registers or Stratton's Report or Circuit-Committee Accounts separate search fees shall be levied for each item contained in the same volume.

(4) Search fees shall not be levied on applications for the return of documents.

(5) A search shall not be commenced until the applicant pays the prescribed search fee.

(6) The applicant should specify in his application the date of the document of which copies are required or the year or period to which the document relates and search will be confined to the year or period specified.

(7) If the applicant is not able to specify the date of the document or the year or period to which the document relates he should be asked to state the period over which he requires the search to be conducted and to pay search fees at the prescribed rates. If the document is found without a search having to be conducted over the full period specified by the applicant, a proportionate refund of the search fees collected shall be made.

(3) *Search for the document, etc., and grant of copies.*—A search shall be made for the documents applied for in the Central Record Branch or in the Central Record Office (State Archives) as the case may be. If it is not found, a certificate to that effect should be furnished

to the applicant. If the document is found the applicant will not automatically be entitled to a copy of extract. Government will decide in each case whether or not copies of the document can be granted and this will depend on the contents of the document itself, the general principle being that no copy will be granted of any document, official or demi-official, which is either of a confidential character or, in the opinion of Government of a nature which renders the grant of a copy injurious to the public interest. If Government decide not to grant copies, the applicant will be informed accordingly. If, however, they decide to grant the copies and they are available in print they will be supplied on the payment of the cost of printing them, the amount being ascertained from the Director, Government Printing Press, Hyderabad. When copies are not available in print, the applicant will be asked to send the requisite number of copy-stamped papers and or court-fee stamps and or cash, on the scale indicated below:—

(*a*) Where the documents are such as could be copied on copy-stamp papers, both sides of the copy-stamped paper should be used for typing or writing. A maximum of 175 words should be written or typed on the first embossed page of the copy-stamped paper. The copying fee for this page will be five annas (31 paise). By suitable ruling a maximum of thirty lines should be written or typed on the reverse side of the copy-stamped paper and a maximum of 240 words should be written or typed on that page at the rate of eight words for each line. The copying fee to be charged for the reverse side will be as follows:—

When the number of words written or typed does not exceed 175—Five annas (31 paise).

When the number of words written or typed exceeds 175—Seven annas (44 paise).

When the reverse side of the copy-stamp paper is used, adhesive court-fee lables of the value of five or seven annas (31 paise or 44 paise) as the case may be, should be affixed at the top right hand corner of that side and space should be left at the top left hand corner for the endorsement of the copyist. (For facility of calculation twenty-four lines should be taken to be equivalent to one page and, in the case of figures, five and thirty-five figures respectively should be taken to be equivalent to one word and one line).

(*b*) In the case of statements or extracts from registers which are too large to be copied on two connected sheets of copy-stamped paper, a fee of five annas (31 paise) in court-fee stamps for every 175 words or fraction thereof. The applicant will in this case also to be asked to furnish good paper suitable for making copies.

(c) When owing to temporary shortage of copy-stamp papers an applicant is not able to furnish a requisite number of such papers, copies may be granted on plain paper affixed with proper court-fee lables. The following procedure should be observed:—

(1) The white paper to be used should be of a durable quality and of foolscap size.

(2) The required quantity of white paper, as well as the requisite court-fee lables should be furnished by the parties themselves.

(3) Both the sides of the white paper should be used for transcribing copies. The number of words that can be transcribed on either page will be subject to the following maxima:—

(a) First page	175 words
(b) Reverse page	240 words

4. The value of the court-fee lables to be affixed to the white paper will be as follows:—

(a) When the first page of the paper alone is written—Five annas (31 paise).

(b) When reverse of the paper is also written—

(i) For a maximum of 175 words on the reverse page—Five annas (31 paise) more;

(ii) For more words than 175 on the reverse page—Seven annas (44 paise) more (for the whole of the reverse page).

(d) (i) In the case of maps or plans, a reasonable fee in cash. When the copy-stamped papers *etc.*, are received, copies will be prepared expeditiously in the administrative department of the Secretariat or, if necessary, as in the case of maps or plans by special arrangements made for the purpose by the department concerned. The copies will be certified as true copies by the Assistant or Under Secretary or the Deputy Secretary of the department concerned. If as a result of the document having been typed or copied too closely, some of the sheets of copy-stamped paper received from the applicant remain unused, they will be sent to the Tahsildar of Hyderabad.

(ii) In cases (a) where the number of copy-stamped papers supplied by applicant is in excess of requirements, (b) where an insufficient number of stamps is filed, but the parties fail to supply the additional number of stamps

within a given period and (*c*) where stamps are filed for copies of records which are not available in the office, the stamped paper should be returned to the parties concerned in the manner prescribed in sub-paragraph (5).

(4) Members of Parliament and of the Andhra Pradesh Legislature who, during the period of office, require copies of documents for their use as Legislatures will be exempt from the payment of all fees, *etc.*, for this purpose and, if Government decide to let them have such copies, will be entitled to have them furnished on plain paper.

(5) A list of certified copies ready for delivery shall be pasted on the notice board of the Secretariat and shall remain thereon for one week. The list should be prepared between 3 p.m. and 4-30 p.m. each day and should state the number of the copy application and the name of the person to whom the copies are to be delivered. The list should be affixed to the notice board immediately after the office-reopens the following day. After expiry of the period the list should be taken down and the copies remaining unclaimed, if any, should be sent to the applicant by post 'Service unpaid' in the manner prescribed in sub-paragraph (5).

(6) Application for copies of documents should not be asked to pay in advance the cost of despatch in the shape of ordinary postage stamps. Despatch under such stamps constitute an irregularity under the postal rules. Certified copies of documents as well as any unused stamped papers (other than those falling under the last sentence of clause (*d*) (*i*) of sub-paragraph (2) should be sent in envelopes superscribed "Certified copies service unpaid" or "Copy stamped papers service unpaid" or "Certified copies and copy-stamp papers service unpaid" as the case may be.

In the event of any envelope being returned undelivered the postage should be paid by the department concerned from its office contingencies. The cover and its contents should then be retained for two weeks so that, if the addressee appears and applies for the copies in person, they may be handed over to him after recovering the cost of the postage paid from contingencies. If he does not so appear, the certified copies should be destroyed and a note of such destruction made in the remarks column of the application register against the item concerned. The unused copy-stamp papers, if any, should then be sent to the Tahsildar of Hyderabad."

"614. *Production of documents in Civil Courts.*—The procedure laid down in Board's Standing Order No. 174 should be followed in regard

to the production of documents called for by Civil Courts. Where a rule *nisi* is issued by the High Court in a petition for a Writ, the records should be sent to the Law Officer concerned appearing on behalf of Government who will produce them in court after scrutinising the documents and deciding as to which record should be produced in Court. The Registrar, High Court, should simultaneously be informed that the documents will be produced through the Law Officer concerned."

[Extracts from the Andhra Pradesh Secretariat Office Manual (paragraphs 613 and 614 thereof) end here.]

APPENDIX IV

THE ARCHIVAL POLICY RESOLUTION OF THE GOVERNMENT OF INDIA

(Issued by the Department of Culture, Government of India in December, 1972).

The following is the text of the Archival Policy Resolution issued by the Central Government in December 1972/Agrahayana, 1894 (S.E.):—

"No. F. 7-6/71-CAI (2), Government of India, Department of Culture, New Delhi, the 11th December, 1972/20th Agrahayana, 1894 (S.E.).

POLICY RESOLUTION IN RESPECT OF THE RECORDS OF THE UNION GOVERNMENT

"There has been a persistent public demand for legislation for the purpose of proper maintenance and management of the records of the Union and State Governments, and for grant of reasonable access to these records, for purpose of research. The Committee on Archival Legislation, which enquired into the matter and reported on the subject in 1960, has *inter alia* made the following recommendations:—

(1) "Steps be taken to amend the Constitution by making suitable entry in the Concurrent List to enable the framing of a single Central Law would take care both of the Union and State Archives.

(2) Pending the amendment proposed, separate Archival Laws be enacted for the Centre as well as for each of the States".

"While an amendment of the Constitution is not considered feasible at present, it is possible to have a common Archival Law which will be applicable to the Union and such of the States as accord their consent under Article 252 (1) of the Constitution. The Government of India propose to undertake in consultation with the State Governments suitable legislation in this behalf. Since such legislation would take time, it is not considered desirable to delay action on the substantive recommendations of the Committee on Archival Legislation, at least in so far as the records of the Union Government are concerned. Accordingly, with a view to defining and regulating the responsibilities of the Ministers, Departments and all offices of the Union Government for proper custody, care and management of records in their possession, for selection and retirement of records of permanent value to the National Archives, laying down the responsibilities of the National Archives in respect of Public Records in its custody and also those with Ministers and other offices, and prescribing the limits and

conditions governing public access to the records retired to the National Archives, Government of India have approved the measures set out below:

(1) These measures will extend to the records of (*i*) all the Departments/Ministries of the Union Government, (*ii*) all Committees and Commissions set up by them, (*iii*) the Union Public Service Commission and (*iv*) such of the attached and subordinate offices of Ministries/Departments as may be determined from time to time, but not to the records of the Supreme Court, the Comptroller and Auditor-General, the Election Commission and the Parliament or of autonomous bodies set up by the Union Government, including nationalised undertakings and enterprises. It would, however, be open to any of the above excluded bodies to seek the assistance of the National Archives in any matter coming within the scope of the Resolution and to retire their non-current records of permanent value to it, if they so desire, at any time, in consultation with the National Archives of India. The term "records" for this purpose would include documents, rolls, codices, sheets, files, dossiers, microfilms, photographs, charts, plans, diagrams, maps, sound recording, *etc.*

(2) The Ministries/Departments and other public offices coming within the purview of this Resolution will be responsible for their current and semi-current records, periodical appraisal and elimination of ephemeral records and for orderly and systematic transfer of records of permanent value to the National Archives.

(3) The Departmental Record Rooms holding semi-current records, should be placed in the charge of properly trained, suitable and responsible full time staff.

(4) Suitable training/reorientation programmes should be organized by the National Archives of India for the officers in-charge of the Departmental Record Rooms and their Assistants, to enable efficient discharge of the duties entrusted to them.

(5) The Departmental Record Officers should be responsible for the proper maintenance and management of the semi-current records entrusted to their care, for compilation and periodic revision of Retention Schedules of the Department, for appraisal and weeding of records in accordance with the procedure laid down, for compilation and issue of Annual Indexes to Records, for compilation and issue of the Organizational History of the Department and annual supplements to it, for maintenance of general liaison with the National Archives, and for tendering advice generally on all matters pertaining to record management to all sections within the Department.

(6) Retention Schedules, indicating the periods for which particular classes or categories of records should be preserved, shall be drawn up by the Departmental Record Officers in consultation with the National Archives and should be got approved by the Ministry/

Department concerned. The schedules should be revised once in five years to ensure that adequate notice is being taken of the changing and expanding activities of the Department.

The authority given to Departmental Record Officer to draw up retention schedules in consultation with the National Archives of India should not however, over-ride the instructions contained in the Manual of Office Procedure, according to which officers dealing with the records at appropriate levels will have to take decisions regarding the period of retention of different records. The function of the Departmental Record Officer will be only advisory.

(7) All records and files selected for permanent preservation should be transferred to the National Archives 25 years after being closed or recorded, as laid down in the Manual of Office Procedure, subject to the following limitations:—

(*a*) Files bearing any security classification should not be transferred to the National Archives.

(*b*) The President's Secretariat, the Cabinet Secretariat, the Prime Minister's Secretariat and the Union Public Service Commission may prescribe a period longer than 25 years for the transfer of their non-confidential records.

(*c*) Any individual file or records series may be retained by a Ministry/Department or office beyond the stipulated period for any reason subject to the National Archives being apprised of the position.

(*d*) Classified files remaining untransferred to National Archives at the end of the stipulated period should be appraised once in five years with a view to downgrading them and downgraded files fit for permanent preservation transferred to the National Archives.

(*e*) Files once transferred may be withdrawn from the National Archives by the Ministry/Department or offices concerned for a stipulated period, apprising the National Archives of the reasons for taking such action.

(*f*) The administrative Ministries would have sole authority to decide on the consigning of particular records of the attached and subordinate offices to the National Archives.

(8) Records pertaining to a body becoming defunct with no successor taking over its functions, should be transferred to the National Archives soon after the body is defunct.

(9) No records more than hundred years old should be destroyed.

(10) The Director of Archives will be responsible for the custody, proper care and management of all records received in the National Archives of India.

(11) The Director of Archives may receive public records of any public office or organization falling outside the scope of this Resolution or papers of historical value with private institutions and individuals, subject to the conditions mutually agreed upon.

(12) The Director of Archives is required to co-ordinate and guide all operations connected with public records in respect of their administration, preservation and elimination, with a view to ensuring that records of permanent value are not destroyed and are transferred to the National Archives at the appropriate time.

(13) The Director of Archives will tender such advice and render such assistance as may be possible to offices and institutions falling outside the scope of this Resolution in respect of technical problems bearing on record management.

(14) The Director of Archives will be responsible for attending to ancillary matters, such as archival commissions and committees, archival publications, compilation of the National Register of Private Archives and organizing exhibitions and for developing general archival consciousness in the country.

(15) The Director of Archives will submit a report to Government every year on the management of public records, with particular reference to the actual working of the record management system.

(16) All non-confidential public records, transferred to the National Archives, of the period prior to the 31st December, 1945, and prospectively all such records more than 30 years old, will be open to *bona fide* Research Scholars, subject to such exceptions and restrictions as may be found necessary by the Departments concerned in consultation with the Director of Archives, National Archives of India.

(17) The Ministries/Departments and other offices may, in consultation with the National Archives of India, grant special access to records not transferred to the National Archives of India."

I. D. N. SAHI,

Secretary to the Government of India."

APPENDIX V

DOCUMENTS AND INDIAN LAW

Various Acts of the Central Legislature and of Parliament have a bearing on Documents and have either mentioned or defined the words "Document" and "Documents" as such. Section 74 of the Indian Evidence Act, 1872 (Act No. 1 of 1872) has defined the term, "Public Documents". The word "Archives" is nowhere mentioned in Indian Law. The Destruction of Records Act, 1917 (Act 5 of 1917), is an important piece of Central legislation which is of archival importance and is of professional significance to the discipline of records management. The entire text of the aforesaid Act is given in Appendix VI. Some other Central Acts such as the Indian Registration Act, 1908 (Act No. 16 of 1908), the Bankers' Books' Evidence Act, 1891 (Act No. 18 of 1891) and the Commercial Documents Evidence Act, 1939 (Act No. 30 of 1939) refer to the word "Documents". Section 29 of The Indian Penal Code, 1860 (Act No. 45 of 1860) gives a comprehensive definition of the word "Document".

The Indian Registration Act, 1908 (Act No. 16 of 1908) is an act which was designed to consolidate the enactments relating to the Registration of Documents. The working of this Act and the Rules framed thereunder create an official collection of documents in registration offices in the country which are of the category marked for permanent or indefinite retention under official aegis. The working of the provisions of the Act imposes on the Inspector-General of Registration and Stamps, the Registrars of Assurances and on Governments of all States and Union Territories, the need to have effective records management procedures and documents preservation systems. Section 85 of the Indian Registration Act, 1908, deals with the question of destruction of unclaimed documents. It says that documents (other than wills) remaining unclaimed in any registration office for a period exceeding two years may be destroyed.

A few other major and minor Central Acts are of relevance to the world of records management, as the working of those acts make the maintenance of a large volume of records necessary.

The Bankers' Books' Evidence Act, 1891 (Act No. 18 of 1891) provides that certified copies of entries in bankers books which includes ledgers, day-books, cash books, account books, and other books used in the ordinary business of bank, shall be received in all legal proceedings as *prima facie* evidence of such entries. The provisions of this Act necessitate the preservation of large numbers of books of accounts, documents, *etc.*, by banks in accordance with principles of Records Management. At the State level, the State Co-operative Bank, the State Co-operative Agricultural Development Bank, several District Co-operative

Banks, Land Mortgage Banks, *Grameena@* Banks, Local Co-operative Banks, Town Banks, *etc.*, have to consequently maintain records and huge archival holdings in proper condition. It has been found by the author that in several banks at the district and taluk levels, bank officials and petty functionaries are not having elementary archival knowledge or records management consciousness. Such ignorance and carelessness often leads to bank frauds and deceit, which occasion pecuniary loss to Government and adversely affect the public interest. It is in the public interest for all banks to train their staff in records management and inarchival techniques.

The Commercial Documents Evidence Act, 1939 (Central Act No. 30 of 1939) is yet another Central Act which deals with cases in which a court of law "shall presume" and "may presume", in relation to documents included in Parts I and II of the Schedule of the Act, that any document purporting to be a document included in the aforesaid two parts of the Schedule is in fact an authentic document for the purposes of the Indian Evidence Act, 1872 (Act 1 of 1872). This Act again necessitates huge holdings of archives/records in the course of commercial transactions of banks.

The Indian Penal Code, 1860 (Act No. 45 of 1860), defines the word "*Document*" in section 29 of the Code as follows:—

"*Section* 29: The word "document" denotes any matter expressed or described upon any substance by means of letters, figures or marks, or by more than one of those means, intended to be used, or which may be used, as evidence of that matter.

Explanation 1:—It is immaterial by what means or upon what substance the letters, figures or marks are formed, or whether the evidence is intended for, or may be used in, a Court of Justice, or not.

Illustrations

A writing expressing the terms of a contract, which may be used as evidence of the contract, is a document.

A cheque upon a banker is a document.

A power of-attorney is a document.

A map or plan which is intended to be used or which may be used as evidence, is a document.

A writing containing directions or instructions is a document.

Explanation 2:—Whatever is expressed by means of letters, figures or marks as explained by mercantile or other usage, shall be deemed to be expressed by such letters, figures or marks within the meaning of this section, although the same may not be actually expressed.

**Grameena* (Tel. and Sans)—rural,

Illustrations

A writes his name on the back of a bill of exchange payable to his order. The meaning of the endorsement, as explained by mercantile usage, is that the bill is to be paid to the holder. The endorsement is a document, and must be construed in the same manner as if the words "pay to the holder" or words to that effect had been written over the signature."

The above definition of the word "*document*" in the Indian Penal Code is one of the most comprehensive definitions of "*document*" in jurisprudence.

Section 74 of the Indian Evidence Act, 1872 (Act No. 1 of 1872) has defined "*Public Documents*" as follows:—

"Section 74: *Public documents*—The following documents are public documents:—

(1) Documents forming the acts or records of the acts—

(*i*) of the sovereign authority,

(*ii*) of official bodies and tribunals, and

(*iii*) of public officers, legislative, judicial and executive, (of any part of India or of the Commonwealth), or of a foreign country;

(2) public records kept (in any State) of private documents."

There are several State Acts and Regulations in Andhra Pradesh and all other States of the Indian Union in the fields of revenue law, land revenue administration, survey, settlements and land records matters, and revenue matters in general, which bring into being large masses of Governmental, State and public records from the village, taluk and district levels to the State level and which are, therefore, of significance to the world of records management and the discipline of archival administration. Reference is invited to the relevant land revenue laws in the various volumes of *The Madras Code* and *The Andhra Pradesh Code.*

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(*iii*) of public officers, legislative, judicial and executive, (of any part of India or of the Commonwealth), or of a foreign country;

(2) public records kept (in any State) of private documents."

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APPENDIX VI

THE DESTRUCTION OF RECORDS ACT, 1917.
(CENTRAL ACT No. 5 OF 1917)

The text of the Destruction of Records Act, 1917 (Central Act No. 5 of 1917) which is of significance to the archival profession, and to archivists and persons in charge of archives-keeping and records management in the Union and State Governments in India is reproduced below (as amended up to date):—

"THE DESTRUCTION OF RECORDS ACT, 1917.
(ACT No. 5 OF 1917)

(28th February, 1917).

"*An Act to consolidate and amend the law providing for the Destruction or other disposal of certain documents in the possession or custody of Courts and Revenue and other Public Officers.*

Whereas it is expedite to consolidate and amend the law providing for the destruction or other disposal of certain documents in the possession or custody of Courts and Revenue and other public officers; it is hereby enacted as follows:—

1. *Short title.*—This Act may be called the Destruction of Records Act, 1917.

Extent.—It extends to the whole of India except *1 (the territories which immediately before the 1st November, 1956, were comprised in Part B States).

2. *Definitions.*—*2(..........).

*3 3. *Power to certain authorities to make rules for disposal of documents.*—(1) The authorities hereinafter specified may, from time to time, make rules for the disposal, by destruction or otherwise, of such documents as are, in the opinion of the authority making the rules, not of sufficient public value to justify their preservation.

(2) The authorities shall be:—

(*a*) in the case of documents in the possession or custody of a High Court or of the Court of Civil or Criminal jurisdiction subordinate thereto, the High Court;

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* 1 Substituted by the Adaptation of Laws (No. 3) Order, 1956.

* 2 Omitted by Government of India (Adaptation of Indian Laws) Order, 1937 as modified by the Government of India (Adaptation of Indian Laws) Supplementary Order, 1937. (This order is usually referred to, in short form, as the A.O., 1937.)

* 3 Section 3 has been amended in its application to the United Provinces by the United Provinces Board of Revenue Act, 1922 (United Provinces Act No. 12 of 1922), section 2 and Schedule.

(*b*) in the case of documents in the possession or custody of Revenue Courts and officers,—the Chief Controlling Revenue authority; *4 and

(*c*) in the case of documents in the possession or custody of any other public officer,—

*5 (*i*) if the documents relate to purposes of a *6 (State), the *6 (State) Government or any officer specially authorised in that behalf by that Government;

(*ii*) in any other case, the Central Government or an Officer specially authorised in that behalf by that Government.

*5 (3) (Rules made under this section by any High Court or by a Chief Controlling Revenue Authority or by an officer specially authorised in that behalf by any *6 (State) Government shall be subject to the previous approval of the *6 (State) Government; and rules made by an officer specially authorised in that behalf by the Central Government shall be subject to the previous approval of the Central Government).

4. *Validation of former rules for disposal of documents.*—All rules and orders directing or authorizing the destruction or other disposal of documents in the possession or custody of any public officer, heretofore made by a *6 (State) Government, or with the approval of the *5 (State Government), by any authority not empowered to make such rules under the Destruction of Records Act, 1879, shall be deemed to have had the force of law from the date on which they were made, and all such rules and orders now in force shall continue to have the force of law until they are superseded by rules made under this Act.

5. *Saving of certain documents.*—Nothing in this Act shall be deemed to authorize the destruction of any document which, under the provisions of any law for the time being in force, is to be kept and maintained.

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*4 For definition of Chief Controlling Revenue-Authority, formerly included in section 2, see now the General Clauses Act, 1897 (10 of 1897), section 3 (10). (The said sub-section 10 of section 3 of Act No. 10 of 1897 is reproduced in the last para of Appendix VI of this book.)

*5 Substituted by the A.O., 1937, for the original sub-section which *inter alia*, contained the words, "the Local Government, or any officer specially authorized by the Local Government".

*6 Substituted by the Adaptation of Laws Order, 1950

6. *Repeals.*—Repealed by the Repealing Act, 1927 (12 of 1927)".

THE SCHEDULE

Repeal of Enactments.—Repealed by section 2 and Schedule of the Repealing Act, 1927 (Act No. 12 of 1927)".

NOTES

The Destruction of Records Act, 1917 (Central Act No. 5 of 1917) has been extended to the new provinces and merged States by the Merged States (Laws) Act, 1949, and to the States of Manipur, Tripura and Vindhya Pradesh by the Union Territories (Laws) Act, 1950 (30 of 1950). The latter Act in its application to the Vindhya Pradesh region of the State of Madhya Pradesh has been repealed, so far as it relates to the Destruction of Records Act, 1917. The Merged States (Laws) Act, 1949, in its application to the Bhopal region of the State of Madhya Pradesh has been repealed so far as it relates to the Destruction of Records Act, 1917.

The Act as in force in Mahakoshal region has now been extended to the whole of the State of Madhya Pradesh by Madhya Pradesh Act No. XXI of 1965.

The Act as in force in the Andhra area of the State of Andhra Pradesh, in so far as it relates to the records of the State Government with respect to matters enumerated in Lists II and III in the Seventh Schedule of the Constitution of India, together with all rules and orders made thereunder, has been extended to the transferred territories, *i.e.*, territories specified in section 3 (1) of the States Reorganisation Act, 1956. In this connection, reference is invited to section 3, Andhra Pradesh Act III of 1962.

This Act, as in force in the Bombay area, the Madras area and the Coorg District has been extended to the whole of the State of Mysore, *See* section 2, Mysore Act III of 1963.

The Act has been extended by the Regulation of 1962 (XII of 1962) to the Union Territory of Goa, Daman and Diu and by Act XXVI of 1968 to the Union Territory of Pondicherry.

This Act, as in force in the Malabar District, is repealed by section 3, Kerala Destruction of Records Act (Kerala Act II of 1962).

State Amendments:—(Andhra Pradesh)—In section 1, after the expression "except the territories which immediately before the 1st November, 1956, were comprised in Part B States", the expression "other than the territories specified in sub-section (1) of section 3 of the States Reorganisation Act, 1956" shall be added—Andhra Pradesh Act III of 1962, section 3.

(Madhya Pradesh):—After the words "Part B States", add "other than the Madhya Bharat and Sironj regions of the State of Madhya Pradesh"—Madhya Pradesh Act XXI of 1965.

(Mysore)@:—After "Part B States", the expression "other than the territories specified in clause (*a*) and clause (*c*) of sub-section (1) of section 7 of the States Reorganisation Act, 1956 (Central Act No. 37 of 1956)" shall be added—*See* Mysore Act III of 1963, section 3.

State Amendment—(*Uttar Pradesh*):—In section 3, sub-section (2), after Cl. (*a*) the following clause shall be deemed to be inserted, namely:—"(*aa*) in the case of judicial documents in the possession and custody of Revenue Courts and officers—the Board of Revenue". In clause (*b*) of the said sub-section before the word "documents" the word "non-judicial" shall be deemed to be inserted—The United Provinces Board of Revenue Act, 1922 (United Provinces Act No. XII of 1922).

Definition of "Chief Controlling Revenue-Authority".

Section 3 of the Destruction of Records Act, 1917, mentions the Chief Controlling Revenue-Authority.

Sub-section (10) of Section 3 of the General Clauses Act, 1897 (Central Act No. 10 of 1897) defines the *Chief Controlling Revenue-Authority* as follows:—

"Chief Controlling Revenue-Authority" or "Chief Revenue-Authority" shall mean—

(*a*) in a State where there is a Board of Revenue, that Board;

(*b*) in a State where there is a Revenue Commissioner, that Commissioner;

(*c*) in Punjab, the Financial Commissioner; and

(*d*) elsewhere, such authority as, in relation to matters enumerated in List I in the seventh Schedule to the Constitution, the Central Government, and in relation to other matters, the State Government, may, by notification in Official Gazette, appoint:"

@ Now Karnataka.

APPENDIX VII

PROVISIONS ON RECORDS MANAGEMENT IN THE REVENUE BOARD'S STANDING ORDERS AND THE OFFICE MANUAL OF THE BOARD OF REVENUE

The provisions in the Andhra Pradesh Board of Revenue Manual pertaining to archives-keeping and records management are of significance to archivists and records managers. The Board's Standing Orders (generally referred to as "B.S.Os.") do not contain any Orders pertaining to records management and archives-keeping as such. Chapter XVII of the B.S.Os.@ deals with allied matters such as the printing of selections from old district records and archival collections, and with procedural instructions on printing such selections, District Gazettes, *etc.* Chapter XVII is reproduced below:—

"CHAPTER XVII

"*District Gazettes and old District Records and other District Printing Works*

"193. *District Gazette.*

A monthly official gazette will be published in each district. Detailed rules regarding its printing and issue will be found in the Printing Manual."

"194. *Printing of old district records.*

The more important of the district records including *hukumnamas* should be selected and printed. Detailed instructions on the subjects are contained in the Printing Manual".

"195. *Periodical reports.*

Collectors should submit to the Board annually, not later than 31st May, statements showing the selections printed from old records and the demand, collection and balance of press receipts for printed work (*vide* Appendix I)"

G.O. 911, Revenue, dated 27th March, 1917.

B.P. 80, dated 1st June, 1917.

G.O. 2996, Revenue, dated 19th August, 1918.

B.P. 162, dated 4th September, 1918.

G.O. 2110, Revenue, dated 11th September, 1919.

B.P. 104, dated 21st October, 1919."

@ *Standing Orders of the Board of Revenue* (*Land Revenue, Settlement and Miscellaneous*), Volume IV, 1975 Andhra Pradesh edition, issued under the authority of the Board of Revenue, Andhra Pradesh, Hyderabad, 1976.

APPENDIX TO CHAPTER XVII.

APPENDIX I

(Standing Order No. 195)

ANNUAL STATEMENT

A. STATEMENT SHOWING SELECTIONS PRINTED FROM RECORDS DURING 19 —19 .

Sl. No.	*Description of papers printed*	*Number of papers*	*Number of copies struck off*	*Number of copies sent to Board and Government*
(1)	(2)	(3)	(4)	(5)

Bd's Cir. Memo. 478, dated 27-4-1968.

B. STATEMENT SHOWING THE DEMAND, COLLECTION AND BALANCE DURING 19 —19 .

Head	Demand			Collection						Balance		
				Arrears		Current		Total				
	Arrears at the beginning of 19 - 19	*Current*	*Total*	*Collection*	*Remission*	*Collection*	*Remission*	*Collection*	*Remission*	*Arrears*	*Current*	*Total*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Subscriptions to and sale of gazettes												
Advertisements												
Sundry receipts												
Private works												
Total												

Bd's Cir. Memo. 478, dated 27-4-1968.
B. P. 80, dated 1-6-1917.

G.O. 911, Rev., dated 27-3-1917.
G.O. 2110, Rev., dated 11-9-1919.
B.P. 104, dated 21-10-1919.

The *Office Manual of the Board of Revenue** contains provisions on "Indexing" in Chapter XII and on "Records" in Chapter XIII. The book also has provisions on Records Management in its Appendix XIV which is entitled "Rules regulating the destruction of records in the Board's Office". Chapter XII and Chapter XIII of the *Office Manual of the Board of Revenue* are reproduced below for ready reference of archivists and records managers in the Andhra Pradesh Government.

"CHAPTER XII

"Indexing

"129. The instructions regarding indexing given in the District Office Manual should be followed *mutatis mutandis.*

Circulation of tabling slips.—The indexer will collect all tabling slips as they are received from the current section and circulate them the next day—tagged together—to all the gazetted officers borne on the Board's establishment and the Member† with a list of numbers in each series that are being circulated.

Index of Routine Series—Routine (including Press) Board's proceedings.—The slips relating to these proceedings, as they are received back will be kept by the indexer and at the end of the month will be sorted in strict alphabetical order and bound together in a loose leaf binder. At the end of the year, the slips of the twelve months will again be sorted into a strictly alphabetical series and bound up in as many loose leaf binders as may be found convenient. These books will form the permanent index of Routine Board's proceedings.

Index of Miscellaneous and Press Series.—The indexer will arrange them at the beginning of each year in strict alphabetical order and send them to the Press in a batch. Before sending the slips to the Press the indexer should score out all entries that need not be repeated from one item to the next and also make out separate slips for cross references—*see* sample entry in the margin(‡) and put them in their proper place. He will carefully check the proofs when received and verify that no Board's Proceedings has been left out. He will then send the proofs back to the Press and obtain the usual number of copies (of the index only) for distribution in the office and subordinate offices."

"CHAPTER XIII

"Records

"130. *Sections of the Record Department.*—The records of each branch are maintained separately with reference to office orders issued

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* *Office Manual of the Board of Revenue*, 1963 Andhra Pradesh edition, Government of Andhra Pradesh, Hyderabad.

† That is, Members of the Board of Revenue.

‡ Beriz Deduction. See also, Land Acquisition. Inams religious. See also, Endowments, establishment. See also, Estates Land Act.

by each branch. Confidential records are also similarly maintained separately.

131. *Duties of the Record Keeper.*—The duties of the Record Keeper are:—

(*a*) to supervise generally the record room and the arrangement of records;

(*b*) to supervise generally the work of attenders;

(*c*) to maintain the attendance register of the attenders and submit attenders' leave applications with his recommendations;

(*d*) to deal with requisitions for copies of spare copies of Board's Proceedings received from Collectors and other officers;

(*e*) to submit notes for the destruction of records in accordance with the rules laid down for the purpose (*vide* Appendix XIV);

(*f*) to examine the record shelves periodically and keep the papers free of dust and protect them from white ants;

(*g*) to issue reminders to Collectors and other officers for the return of papers produced in Courts of Law;

(*h*) to see that stamps are punched in accordance with the instructions in the Stamp Manual;

(*i*) to see that all new Board's Proceedings are received in the record room within a week of their despatch and to bring to the notice of the Assistant Secretary (of the Board's Office) any delay on the part of the drafting clerks in sending them to the records;

(*j*) to return papers obtained from other offices like Forest, Central Survey Office, *etc.*, after getting acknowledgements in a transfer book; and

(*k*) to see that the stamps affixed to petitions or enclosures to petitions in the final disposals sent to the records by the drafting clerks are punched a second time with the diamond punch and to bring to the notice of the Superintendents concerned cases in which stamps have not been cancelled at all by the drafting clerks.

The Record Keeper will maintain a register for the receipt and disposal of copy applications in the Form in Appendix to B.S.O. 173 paragraph 10. This register will be submitted once a week to the officer in-charge of current duties for check. At the end of every month the Record Keeper will prepare a list of copy stamp papers typed by each typist and hand it over to the Superintendent, Current Section, to enable him to put up the bill for remuneration to typists. The accuracy of the bill with reference to entries in the register of copy applications should be checked by the Officer concerned.

132. *Duties of Attenders.*—As soon as the record room is opened the attenders sort the papers returned by the drafting clerks and the other officers, and distribute the records among themselves according to the years allotted to them and put them back in the respective record bundles. Afterwards the attenders are distributed for reference work, *etc.*

Two attenders remain daily till 6.00 p.m. with the turn-duty record clerk.

133. *Reception and issue of records.*—The following rules relate to the issue from the receipt of records into the record room:—

(*i*) No paper, whether original or spare copy, shall be issued from the record room except on a requisition therefor in a dummy slip prescribed for the purpose. The several columns of the dummy slip should be duly filled in, signed and dated by the clerk requiring the paper. As a rule, the current number for which a paper is required should be entered on the dummy slip and when this cannot be done the purpose for which the paper is required should be stated in full. The slip should then be sent through the section peon to the record keeper who, after counter-initialling it, will hand it over to the attender in charge of the paper. The attender will take out the paper, substitute the dummy slips in its place in the concerned bundle, enter the current number of the paper for which it is required on the jacket at the right hand top corner in the case of original disposals in B.P. Mis./Press/Routine Series and also R. D. and L. Dis. series and hand over the B.P. to the attender who maintains the record issue registers. The attender in turn will enter them in the Registers of the concerned sections and issue them taking the acknowledgement of the clerks concerned in the register. The issue number will be noted inside the docket of the paper issued and struck off when it is returned to the record room.

(*ii*) There will be a record issue register in the form prescribed for the purpose for each section and a separate register for papers issued to the other branches of the office such as Excise, Court of Wards, *etc.* These registers are maintained by one of the attenders deputed for the purpose under the supervision of the record keeper. When a paper entered in the record issue register is returned, the attender concerned should note the date of its return under his initials and ring off* the issue number in column 1.

(*iii*) To ensure the regular and systematic return of records to the record room, the record keeper should prepare on the first of every month an arrear list by each section for all the records which have been absent from the record room for more than 3 months together with the name and designation of the clerk to whom the record was issued and the date of its issue. He should at the same time furnish an extract from the arrear lists separately to each clerk to enable him to check

*That is, put a circle around the issue number in column 1 of the Record Issue Register.

whether the files referred to are still with him and to return them when no longer required for reference. A new requisition slip should be taken whenever a file or book has to be retained for more than 3 months since the earlier slip was issued.

(*iv*) When original record produced in Courts of Law are not returned within a reasonable time, the Record Keeper should issue reminders. Whenever it is proposed to produce original records in Courts of Law or to send them to offices outside the Board's Office the drafting clerks and the despatchers are responsible for seeing that the fact is brought to the notice of the Record Keeper for entry in the Issue Register.

When records are sent for production in Courts, there is no need to keep the case open in the Personal Registers pending return of the records. The instructions laid in the B.S.O. for such cases should be followed.

(*v*) No office notes and no minutes of/or remarks of Members or Secretary should be sent with the originals to be produced in Courts of Law or other offices unless the Secretary specially orders that this should be done. In cases in which the Government call for the Board's records otherwise than in connection with a case pending on the subject dealt with O.O.* 16/58 in these records, the section concerned should obtain the specific orders of the Secretary for sending the records. When the Board's records are sent out U.O. for remarks, the office notes or the minutes or orders of the Members or other officers should *not* be detached unless the Secretary (of the Board's Office) specially orders that this should be done.

(*vi*) The procedure prescribed in sub-paras (*i*) to (*iii*) above should be followed in regard to the receipt and issue of confidential records subject to the following modifications:—

(*a*) the dummy slip should be signed by the section Superintendent instead of by the clerk;

(*b*) it should be counter-initialled by the custodian of confidential records;

(*c*) the receipt of the confidential paper should be acknowledged in the record issue register by the section Superintendent;

(*d*) the record issue register should be maintained by the confidential attender under the supervision of the custodian of the confidential records; and

(*e*) the custodian should get every month the lists of outstanding records for over three months prepared and take necessary action.

* Office Order.

134. *Taking papers from record bundles.*—No one except a member of the record staff should meddle with the record bundle either to take out papers or to return papers previously taken out. A notice will be put up on the door of the record room specifying the persons who alone are allowed to handle the record bundles and the record keeper will be held responsible for seeing that this order is obeyed.

135. *Records required from the Central Record Office**.—(1) When old records maintained in the Central Record Office are required for reference, formal requisition signed by the Superintendent concerned should be sent to the Director, Central Record Office. Requisitions for old record relating to the East India Company's period should, however, be sent under the signature of a Gazetted Officer. The requisition should specify the current or the purpose for which the papers are required. The currents should not be forwarded to the Central Record Office along with the requisition except in rare cases in which a perusal of the current may be necessary for the purpose of referencing. In such cases a formal reference approved by the Assistant Secretary concerned should be sent to the Director, Central Record Office. When it is found necessary to forward currents to the Central Record Office, the clerks of Board's office should first complete their own referencing and definitely specify the papers required by quoting the number and dates or state the points on which further information is required.

(2) When papers are urgently required, telephone messages may be issued for them.

(3) The records issued by the Central Record Office to the Board will be accompanied by detailed lists in triplicate in the following form:—

(1) Number of the list.

(2) Date of issue of the records.

(3) Number and date of description of the records.

(4) Number and date of the current or purpose for which requisitioned.

(5) To whom issued.

One of the lists will be filed with the paper for the disposal of which the records have been obtained. The duplicate will be returned to the Central Record Office forthwith duly acknowledged by the Officer who requisitioned the records. The triplicate will be passed on to the record keeper who will send it to the Record Office along with the records as soon as they are returned to him by the section clerk. The triplicate will then be finally returned duly acknowledged by the Central Record Office to the Record Keeper who will have them filed together.

* now, the State Archives.

At the end of the year, the lists will be recorded in a miscellaneous Board's Proceedings for future reference.

136. *Maps and Settlement Register.*—The rules governing the issue of papers from the Record Room apply also to the issue of maps and diglott registers, from the map record room and the map record keeper will be guided by them.

137. *Stationery and Forms.*—The Stationery and Forms clerk prepares the indents for them, gets them from the Stationery Office and issues them to the sections on monthly indents forwarded by the Superintendents. He should carefully maintain the issue book and watch that the expenditure is normal and bring to the notice of the Assistant Secretary, cases of extravagance in the demands for Stationery and Forms."

Appendix XIV of the *Office Manual of the Board of Revenue* is reproduced below *verbatim*:—

"APPENDIX XIV

"*Rules for regulating the Destruction of Records in the Board's Office*

"(*i*) All disposals by proceedings should be classed under one or other of the following three series, *viz.*, 'Press', 'Miscellaneous' and 'Routine'. Only important Proceedings should be brought under the Press series, *e.g.*, papers which are likely to be required frequently for reference and of which it is inconvenient to have only on (manuscript) copy: important disposals on subjects for which a printed stock file is kept, *etc.* It sometimes, however, happens that orders, not in themselves important are printed, *e.g.*, (*a*) papers which have to be communicated to four Officers or more; (*b*) disposals issued to another office printing with the Government Press, when it is evident that such office must, on receipt, print the papers; and (*c*) disposals issued to another office not printing with the Government Press, when it is evident that such office will require several copies. These will be issued in the 'Routine' series, and the word 'Press' to indicate that the papers should be printed.

(*ii*) 'Miscellaneous' series—Proceedings are classed under 'Miscellaneous' when they are not sufficiently important to be brought under the 'Press' series, but may be required for future reference, though not for constant reference.

(*iii*) 'Routine' series—All proceedings of an ephemeral character and not required for reference after seven years, should be brought on the 'Routine' series. As pointed out above, proceedings of an ephemeral character, such as monthly demand, collection and balance reviews, *etc.*, which are printed merely for the reason that a large number of copies is required for distribution, will be classed as 'Routine' (Press).

Routine proceedings ordered to be retained will acquire the status of Miscellaneous proceedings.

(*iv*) Records and registers should be destroyed as indicated below:—

I. At the end of every 7th year:—

1. Proceedings of the Routine series.
2. Demi-Officials and non-Officials reference which do not form part of the current file in proceedings of the Press and Miscellaneous series.
3. Numbering books and depatch registers.
4. Demi-Official register.
5. Receipt registers of books.
6. Cash Books and contingent registers.
7. Spare copies of Board's Proceedings printed in excess of three.
8. Spare copies of Government Orders provided that if the Government Order has not been printed in full in the Board's Proceedings disposing of it, three copies should be preserved and placed with the original of that Board's Proceedings.

II. At the end of every 3rd year:—

1. Lodged papers.
2. Attendance registers, daily abstract books, turn lists, *etc.*
3. Call Books, Clerks Personal Registers and Current Distribution Register.
4. Office orders, already embodied in the Printed Manual.

III. In the year following that to which they relate:—

1. Fortnightly arrear list and clerk's leave applications.
2. Monthly indices if the annual index has been prepared.
3. Daily weather charts, weather telegrams, *etc.*"

Chapter II of the *Office Manual of the Board of Revenue* which is entitled "Definitions" does not *directly* deal with Records Management. At the same time that Chapter is important for a comprehension of records management systems in the Board of Revenue. The Andhra Pradesh State Archives is having very huge holdings of records of the Boards of Revenue of Hyderabad, Madras, Andhra and Andhra Pradesh. Chapter II is, therefore, reproduced below in original for ready reference:—

"CHAPTER II

"*Definitions*

"5. *Arising reference.*—Any reference issued from the Board's Office which originates a file is called an 'arising reference'.

6. *Branch.*—Is the term used to denote one of the selfcontained units of the Board dealing with a specified category of subjects, *viz.*, Civil Supplies Branch, Commercial Taxes Branch, Excise Branch, *etc.*@

7. *Case.*—Case consists of the current file, draft, note file and any previous papers and books put up for reference.

8. *Circulation.*—The submission of files to the Board Members and other Gazetted Officers for information or orders is termed circulation.

9. *Current.*—A communication received in one section of the Board from outside the Office or from another branch of the Board and which is allotted a number in the recipient section until its disposal is called a 'current' and the number itself is called a current number or briefly 'C. No.'

10. *Current file.*—Consists, at the outset, of the official paper or papers under disposal to which are subsequently added the office copies of many intermediate official references and the replies to such references, the whole being arranged chronologically.

11. *Disposal.*—Is a statement of the final decision of the Board on any matter submitted for its information or orders.

The following are the forms of disposals:—

L. Dis.,
F. Dis.,
R. Dis.,
Resolution,
in Routine and
Miscellaneous series.

L. Dis.—Means 'Lodged disposal', the classification usually accorded to ordinary papers the retention of which will be sufficient for three years. Papers which are merely lodged are also treated in the same manner as L. Dis. papers.

F. Dis.—The filing, in regard to papers such as G.Os. and B.Ps., Periodicals and General Record files is a method of disposal. The files are retained for the prescribed periods and intended to keep in Records, the correspondence relating to a particular variety of subjects.

R. Dis.—These contain orders of the Secretary* in respect of appointments, confirmations, promotions and punishments, *etc.*, pertaining to the office establishments. These are retained permanently.

@ In the place of the Board of Revenue which had separate and distinct branches for Civil Supplies, Commercial Taxes, Excise, *etc.*, there are at present (October 1979) in Andhra Pradesh, six separate Commissioners for Land Revenue, Commercial Taxes, Excise, Civil Supplies, Settlements, Survey & Land Records, and Land Reforms and Urban Land Ceilings.

* *i.e.*, the Secretary to the Board of Revenue; now, the Secretary to Revenue Commissioner. After the abolition of the Board of Revenue in Andhra Pradesh by the Vengala Rao Government in 1977, every Commissioner is having a Secretary.

Resolution—Routine.—This disposal is given to a file which is of reasonable importance and the retention of which will be necessary at least for seven years. These disposals are indexed and arranged in bundles for each year.

Resolution—Miscellaneous.—This disposal is given to papers which have to be retained permanently and which are of a lasting value. These disposals are stitched in a docket sheet and retained permanently and are also indexed and arranged like the Routine Board's Proceedings. The appellation 'Press' added to either of the Routine or Miscellaneous Proceedings indicates that the proceedings in question have been printed.

12. *D.O. correspondence.*—Correspondence is called demi-official when officers correspond with each other or with any member of the public, on administrative or official matters, without the formality of official procedure and with a view to the interchange or communication of opinion or information which it may be considered undesirable to place on official record in the proceedings of the Board.

13. *Drafting.*—Is the preparation of any communication which it is proposed to issue by, on behalf of, or under the direction of the Board.

14. *Enclosure.*—A communication or a statement or a plan, sketch or other document which is attached to or accompanies another communication to supplement or elucidate the point, intention or orders conveyed in the latter is called an 'enclosure' to it.

15. *Flagging.*—Is the process of attaching to the top of papers put up for reference in a case, slips printed with letters of the alphabet or Arabic or Roman numbers, for easy reference.

16. *Issue.*—Is the term used to denote the process of copying or printing and despatching communications intended for any person or authority.

17. *Linked case.*—One file is linked with another when a reference to the file or any paper in the one is necessary for the disposal of the other.

18. *New case.*—A paper which is not connected with a pending case in the office or one which originates in the office or is started under a note or demi-official letter of a Member or Officer of the Board is treated as a 'New Case'.

19. *Note.*—A note is written to facilitate the disposal of a case. It may contain a precis of the previous papers, a statement of facts reported and proposals made in the current file, the arguments for and against any measure proposed and suggestions as to the action to be taken.

20. *Note file.*—Consists of the notes with unofficial reference and replies thereto.

21. *Official correspondence.*—Correspondence is called 'Official' when one Government Officer, as such, addresses or is addressed by another Government Officer or by any public body or private individual and his writing is in accordance with certain fixed rules as to form, matter and procedure, and with the intention that such correspondence may be the official record regarding the question discussed.

22. *Old case.*—A reply to a reference issued from the Office, or a paper which though not a reply of that nature has for any other reason to be filed with a current already pending in the office is called an ('old case').

23. *Put-up papers.*—Means the previous order or other papers connected with or bearing on the subject of a current under consideration and put up in the case with the current.

24. *Referencing.*—Is the process of putting up in a case previous correspondence, laws, rules, reports, *etc.*, required for its disposal, flagging them and indicating their presence by reference in the margin at the portion of the current file or the note file in which they are mentioned or quoted.

25. *Registry.*—A paper is said to be 'registered' when it is given a 'current number' and entered with an abstract in a receipt register known as the personal register.

26. *Section.*—Is a minor division of a branch of the Board consisting of a Superintendent and Clerks or Typists under him.

27. *Sectional notes.*—Are notes written on each of several issues arising out of single subject where orders have to be obtained separately on each of such issues. They are distinguished from the main note which treats the subject as a whole.

28. *Routine note.*—A note for the elucidation of a point arising in a case which an officer wants to be cleared up or on matters of an ephemeral nature, such as reminders, delays in office, *etc.*, which will not go into permanent record is termed a Routine Note.

29. *Tappal.*—All communications received in the Office which are official, unofficial or demi-official are until registry known as "Tappal"—(for details please see Chapter IV).

30. *Unofficial correspondence.*—When it is proposed to obtain in any case, the concurrence opinion or remarks of another branch or section of the Board or any particular officer the concerned file will be sent in original and the concurrence opinion or remarks so obtained will not form part of the official proceedings. This mode of referring a paper or a case and obtaining a reply is called "Unofficial correspondence"."

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APPENDIX VIII

PROVISIONS REGARDING RECORDS MANAGEMENT IN THE DISTRICT OFFICE MANUAL

The Revenue Department's *District Office Manual*@ which is primarily meant for use in the offices and courts of Collectors of Districts and in subordinate offices of the Revenue Department in the Districts has for long been in use in all offices of all Government departments at the regional, district and sub-district levels. Chapter XIII, Chapter XIV, Appendix D, Appendix E, Appendix J and Appendix L of the *District Office Manual* which deal with records management are reproduced *verbatim* in full, below.

"CHAPTER XIII

"Records

"80. *Arrangement of records after disposal.*—After a disposal other than an "N." Disposal has been despatched the file will be sent to the record-keeper by the Superintendent, Fair-copying Section. The record-keeper will acknowledge it in the list column of the New Case Register. He will see that the files are in order, properly arranged with their pages numbered (the current file in red ink, and the note file in black ink, as already ordered—the pages will not be renumbered after disposal in one continuous series for current and notes), the jackets, if they are "R." or "D.". Disposals, properly marked on the outside, and the back and forward numbers marked inside the jackets as directed in paragraph 65. He will also scrutinize the pages of the files for signs of stamps having been removed. He will detach the index slips from the "R." and "D." Disposals and file them in his bundles in the manner laid down in paragraphs 101 and 102 below. He will then put the disposals away in their proper order.

81. *Disposal bundles.*—There will be separate series of bundles for "R.", "D." and "L." Disposals, respectively, and in these the files, or papers, will be arranged in order of their current numbers. These will of course not form a continuous series in any one bundle, but that is quite immaterial, and will not give rise to any difficulty in finding any particular paper or file if its number is known, and it is in its proper bundle and in the proper place in the bundle. "X.L. Disposal" papers, which have no numbers, can only be arranged chronologically, their order being determined by the date on which they were disposed of. The arrangement of "Filed" papers will be explained below in the paragraphs on filing. After he has put a disposal away in its place the record-keeper will put away in their places any papers that were "put-up" with it for reference, marking them as received back in the "Record

@ *District Office Manual* (compiled and issued under orders of Government), corrected up to 1-7-1977, Revenue Department, Government of Andhra Pradesh, Hyderabad, 1979.

Issue" Register. He will also remove the dummy slips put in their places on the racks.

82. *Filing—Definition.*—Papers which are arranged in records, not in the R., D., or L. bundles according to their current numbers, but in special bundles according to their subjects, are said to be "filed." They should be kept loose, arranged according to their own numbers or chronologically, as explained below, between record boards, just as lodged papers were kept under the old system. Of these papers there are five classes which are dealt with below.

83. *Government Orders and Board's Proceedings.*—All Government Orders and Proceedings of the Board of Revenue on which no specific action has to be taken, or no action beyond communicating them to officers subordinate to the Collector for "information and guidance" (and very large numbers of such orders and proceedings are received in most offices) will generally be filed. Government Orders and Board's Proceedings which contain reviews on periodicals, or are connected with them may be filed with the connected periodicals, and those which are of purely ephemeral interest and do not deal with questions of policy and principle or important matters of fact may be given the appropriate disposal (generally "L. Dis." but occasionally "F") which they would get if they did not emanate from the Board or Government. A separate bundle will be opened in the record room for each series of Government Orders, or Board's Proceedings, *e.g.*, one for Government Orders, Revenue Department; another for Government Orders, Finance Department; another for Proceedings of the Board of Revenue, separate Revenue, and so on. In these bundles, the Government Orders or Board's Proceedings will be arranged according to their own numbers, that is to say, G.O. No. 100, Revenue, will come before G.O. No. 120, Revenue, and the latter will come before G.O. No. 136, Revenue, and so on.

84. *Filed papers not registered—When indexed.*—As already stated these papers will not be registered at all in the personal registers. There is obviously no object in doing so. We register papers in order to watch correspondence relating to them, or in order to have a number to arrange them by in our records. In these cases, there is *ex hypothesi* no correspondence to be watched, and as for the arrangement of the papers, they already have their own numbers, which are just as convenient to arrange them by as any others. Such papers will be indexed if they are marked "I" by competent authority. Papers which are to be filed in this way will be marked "F". Disposal must be approved by the Collector, or officer signing for the Collector, just like any other disposal. After "F." the number of the "File" will be written boldly. A list of "Record files" will be found in Appendix 'D'. This list must be adopted in all the Revenue offices. It is not to be regarded as final, since it is inevitable that additions or deletions may be necessary from time to time. But changes in it should be made only in consultation with the Board of Revenue. Most of these papers will be

marked "F." at once by the officer opening the tappal no doubt. These papers will not be put in brown paper jackets, which is a mere waste of stationery and space.

85. *Saving of work compared with disposal number system.*—Under the disposal number system, every one of these papers was entered first in a Current Register, then probably in a distribution register, then in a personal register, in the first and last of which a purport (usually lengthy) was entered, then put into a jacket on which the purport was written again, then given a disposal number, and entered in a disposal register, in which the purport was written again and if of importance it was also indexed, and the purport was written again. It will readily be seen how much time and labour is saved by the new system.

86. *Periodicals.*—There will be a periodical bundle for each year, and in it the different kinds of periodical returns will be arranged in sub-bundles. The sub-bundles will be arranged according to the periodical numbers, paragraph 70 and the individual periodicals will be arranged in the sub-bundles, chronologically. With an out-going return will be filed any in-coming return, or returns from which it is compiled, and correspondence that has arisen in connection with it.

87. *General record files.*—Some other classes of papers should be dealt with on the same principles. These are either papers which it is convenient to keep together for purposes of reference (for example, papers relating to appointments and leave), or circulars and communiques in respect of which the remarks in the last paragraph above Government Orders and Proceedings of the Board of Revenue are applicable or papers which would ordinarily be lodged, but which it is convenient to keep in a separate bundle to facilitate reference to them when it may be found necessary. Suitable opportunities for extending this system should be watched for, as its extension saves work. In these General Record files, the papers will be arranged according to their own numbers when that is feasible—*i.e.*, when the contents of a bundle consist of one series of communications with their own numbers—and otherwise chronologically.

88. *Abkari shop files.*—Papers relating to arrack, toddy, opium and ganja shops will also be arranged under the filing system with reference to each individual shop. A shop numbering register will be maintained. In this register the name or description of each shop will be entered serially. This is permanent register and the number assigned to each shop in this register is also a permanent number. When a new shop is opened, it should be numbered consecutively in the numbering register. All the correspondence relating to the solvency of the bidder for a given shop, the selection of a site for the shop, and the issue of a licence for it, and similar matters will, as far as possible, be grouped in a single file bearing the number of the shop preceded by the letters. "A.S. (=arrack shop), "T.S." (=toddy shop), "G.S." (=ganja shop) or "O.S." (=opium shop) according to circumstances. The same number

will be marked on all the correspondence relating to the shop. The Tahsildars will submit separate solvency reports for each shop-keeper, instead of dealing with a large number of bidders in a single report. The latter system is extremely inconvenient and makes the file very bulky and almost unintelligible. Where the same man has taken more than one shop, the solvency report will be filed in the file of the shop bearing to earliest number, and references to this file will be noted in all the other files concerned. Strictly speaking, there should be a separate report for each shop but in these cases, where one man has taken more than one shop, this would lead to reduplication of work.

89. *"Abkari" correspondence to be registered.*—All papers relating to bidders' solvency, shops, sites, or the issue of licences for shops should be registered. They should subsequently be filed wtth the shop file, as laid down in paragraph 88 above. Where no such file is kept in a district office, it should be kept in future. Both the shop file number and the current number will appear in all papers, *e.g.*, "T.S. 26 C 428-20" where "T.S. 26" means that the paper relates to toddy shop No. 26, "C" is the section letter, "428" is the personal register current and "20" is the year.

90. *Passport applications.*—Applications for passports and visas and corrections thereto should be registered in the personal registers of the clerk in the District Magistrate's office who deals with them in the ordinary course.

91. *Roneo number-alpha system of filing.*—This system may be used for confidential papers that the Collector keeps in his own custody and other papers that he wishes to refer to frequently. It is useful for demi-official correspondence as it enables such correspondence to be numbered without being registered and to be found when required without being indexed. This system of filing requires special furniture in the shape of a filing case with one or more drawers in which files of foolscap size can be arranged vertically with a "compressor", that is, a sliding support to keep them upright. A vertical, as opposed to a horizontal system of filing, is one in which the files are not laid one above the other, horizontally, on shelves but are kept side by side, vertically. Under this system there is no separate index. The papers themselves are kept in numbered "folders"—card-board wrappers—line the cover of a book but with one flap projecting further than the other and provided with tabs numbered either from 1 to 5 or from 6 to 9 and 10. These folders are placed vertically in the special case or drawer back downwards. They are separated by a number of red cards called guides. There is a guide for a letter of the alphabet or for a sub-division of the alphabet according to the needs of different officers. The letter, or the sub-division of the alphabet, is shown on a celluloid tab attached to the top edge of the guide. There are cages numbered from 1 to 30 ruled on the guide. When the first paper is to be filed the appropriate guide is taken out and the subject of the paper is written in the first cage on it. For instance, if the subject were "Archaeology",

the guide bearing the tab inscribed "A" or possibly "A1 to At" (according to the subdivisions of the alphabet in use) would be taken, and the subject would be entered in the cage numbered 1 on it. A folder would be taken all the tabs except that bearing the same number as the case (*viz.*, 1) would be cut off, the paper would be placed in the folder and the red guide would be placed in the proper order in the receptacle with reference to the other red guides, and the folder next to *i.e.*, behind it. Should a paper of which the subject is "Arms Act" be the next paper to be filed falling under the same letter or sub-division of the alphabet "Arms Act" is entered in case 2, the paper is placed in a folder from which all the tabs except No. 2 have been removed, and the folder is placed next to folder No. 1, *i.e.*, behind it. There is a blue miscellaneous folder for each guide. In this will be filed correspondence relating to subjects or correspondents for which or whom it is not worthwhile to open separate folders. These blue folders bear the abbreviation "Mis." and the number of the corresponding guide card correspondence filed in them will also be numbered "Mis. No.——", the numbers being that of the folder. If necessary, here also the individual cases in a single folder may be given numbers. All the papers in a folder will not relate to the same individual case, though they will all relate to the same general subject. Papers relating to the same individual case should be noted inside the folder (there is sometimes a printed cage there for that purpose), and these subjects should be numbered serially. The reference to be marked on an individual out-going letter, and also on each letter received, will always consist of three numbers separated by dashes for example, "12-4-5" where "12" is the number on the guide (it will be noticed that they are numbered as well as lettered for this very purpose), "4" is the number on the folder and "5" is the number assigned to the individual case within the folder as just described.

92. *Confidential records.*—Confidential records which the Collector does not think it necessary to retain in his own custody will be kept by the Sarishtadar in an almirah of which he will keep the key. They will be registered in the ordinary way but no title will be entered in the register. It will be replaced by the word "Confidential". Confidential correspondence with which the Collector deals himself will be filed either in the Roneo number-alpha vertical-filing case or in the Collector's confidential almirah. The latter should be divided into pigeon-holes. Each pigeon-hole should have a number (Roman) and be allotted to a certain general subject *e.g.*, "Titles", "Deputy Collector's List", "Political". A list should be kept in the almirah, pasted on card-board, showing the subject to which each pigeon-hole is allotted. In each pigeon-hole, the papers should be made up into one or more files, as may be convenient. These files should have sub-numbers [*e.g.*, in pigeon-hole No. XIV, the sub-numbers will be XIV (1), XIV (2) and so on]. The pages of each file should be numbered. An out-going letter will bear the number of the pigeon-hole, followed by that of the file followed by that of the page of the file where the office copy will be found [*e.g.*, XIV (2)-248, where XIV is the number of the pigeon-hole,

(2) is the number of the file in that pigeon-hole, and 248 is the number of the page in the file where the office copy is to be found]. There should be a card-index in this almirah. Each card should bear the name of a person, or a subject, followed by reference to the papers in the various files relating to the subject or person in question, indicated as just explained [*e.g.*, Ramanna, A.B. II-(3)-28, V-(1)-XIV-(3)-297].

93. *Demi-official Correspondence.*—Demi-official Correspondence which is kept by the Collector, and is not filed in any current file, will be dealt with in the same way as the Collector's confidential correspondence. It will usually be filed in the Roneo file as long as it is "current" or like to be required for reference frequently and after that either destroyed or transferred to the Collector's confidential almirah. The Roneo file will also be used to keep any other papers that the Collector may at any time require for reference, such as the Special Branch file, the Public Service notification, the Establishment List, Office Orders, Income-tax Circulars, *etc.*

94. *Vertical filing of records.*—All records will be filed on the record racks vertically that is, side by side, on edge, not piled on top of one another (or "horizontally"). The vertical arrangement makes it much easier to take out records and replace them. Instead of having to take down a heavy pile of records, search for the one required, take it out, and then replace the pile on the shelf, one merely has to separate the files lightly to enable one to see their numbers, and can take out the file required without further disturbing the others. This is the obvious way to keep records. It is the way one keeps books in a library. No one would dream of keeping piled in heaps, one on the top of the other, so that one could not get at one book without moving a few dozen others, and there is no reason why files should be arranged in such an inconvenient way either.

95. *Issue of records.*—Clerks are not to enter the record room and take records for themselves. They must obtain records required for reference by sending the prescribed printed requisition slips properly filled in to the record-keeper. On receipt of the requisition slips in the record room, the record-keeper will see that the records are promptly taken out, that the slips are put in their places and that the records issued are entered in the record issue register which will be in Form XIV* of Appendix B. The record issue register and the records taken out will then be sent to the concerned clerk who will at once acknowledge the receipt of the records in the register and return it to the record-keeper. When the record-keeper receives the records back, he will see that their receipt is duly entered in the record-issue register and that the requisition slips are returned forthwith. In case the record wanted is not found, the requisition slips should be returned to the concerned clerk with an entry to that effect. The clerks must return records that have been taken out for reference directly they are done

*Form XIV is reproduced in the last page of Appendix VIII of this book, for ready reference.

with. The record-keeper is solely responsible for the proper maintenance of the record-issue register and he must see that the records taken out of the record room are not kept back by clerks unnecessarily.

To ensure the regular and systematic return of records of the record room, the record-keeper should prepare on the first of every month an arrear list for each section for all records which have been absent from the record room for more than three months together with the name and designation of the clerks to whom each record was issued and the date of its issue. He should at the same time furnish an extract from the arrear lists separately to each clerk to enable him to check whether the files referred to are still with him and to return them when no longer required for reference. A new requisition slip should be taken whenever a file or book has to be retained for more than three months since the earlier slip was issued.

When the record-keeper has to get back a document which has been filed in a Civil Court, he should note on the requisition slip and in column 10 of the Record Issue Register 'sent to Civil Court, *vide* Current No...........................'. Such slips need not be renewed.

Clerks should return their arrear lists promptly to the record-keeper after taking necessary action. The record-keeper should then compare the consolidated arrear list with the clerk's arrear list, carry out the necessary alterations in the former and submit both the arrear lists to the Collector on the 10th of every month or if that is a holiday or Sunday on the first working day after the 10th.

In order to save the time of the subject clerks involved in returning the records to Record Room and to ensure safety of the Records, each subject clerk should maintain a Note book in the form shown in Appendix "L" for the return of records to the Record Room. The Record Attender should go round the office once or twice a day and collect the borrowed records from the clerks initialling in his note book maintained by them in token of having received back the records from them. At the same time the Record Attender or the Record Assistant will take with him the Record Issue Register, get column 7 filled up and obtain the signature of clerks in column 8 in token of the clerk's returning the files.

[*G.O. Ms. No.* 417, *General Administration* (*Services-C*) *Department, dated* 4*th April*, 1963, *and B.P. Press* 3/63, *dated* 24*th April*, 1963.]

96. *Custody of the key of the record room.*—The record-keeper is on no account to take the key of the record room home with him. He will each evening put in a bag, seal it, and hand it over to the police guard or to the night watchman in places where there is no police guard. The office seal should be in the safe custody of the record-keeper after the closing of the record room. The next day when the record-keeper

or his assistant takes over the bag containing the key of the record room, he should verify whether the seal of the bag is intact. The office seal affixed to the bag should be in the custody of the record-keeper. On no account the seal of the office should be made available to others. A register in Form XIII* of Appendix B should be maintained for the purpose.

97. *Destruction of records.*—Records must be destroyed punctually after the periods prescribed for records dealt with under the disposal number system in the Board's Standing Orders. Lodged papers will be destroyed after one year. No detailed list of them will be prepared, but a list of the classes of records to be destroyed ("Lodged Disposals of 19 D. Disposals of 19 except Nos. ") and so on will be put up and approved by the Collector. The entry "D" before the disposal numbers will be altered by substituting "R" on the jackets of the files ordered to be retained permanently by the Collector. If the Collector orders that a "D" Disposal file retained not permanently, but till a certain year, the file will be transferred to the "D" Disposal bundle of papers ripe for destruction that year, the fact being noted on the jacket. After the papers have been destroyed the Sarishtadar will certify at the foot of the list of records to be destroyed that the papers in the list have been destroyed except such as have been ordered to be retained permanently or for a certain period, which files will be specified by their numbers. These lists will be carefully filed and preserved in the record room in a special bundle.

98. *Destruction of field records.*—Abkari shop files will be kept for ten years. In regard to the general destruction of record files, the record files should be retained for the period noted against each record file as shown in Appendix 'D'. Filed Government Orders and Board's Proceedings will be regarded as 'R' Disposals if they have been indexed. Periodicals will be dealt with according to the orders in the Board's Standing Orders. The registers mentioned in Chapter V will be destroyed after the periods specified against them in Appendix J".

"Chapter XIV

"Indexing and Titles

"99. *Introductory—Indexing under the disposal number system.*—Indexing is of the utmost importance. Under the disposal number system it was not at all satisfactory. There were no instructions laying down the general principles to be observed, and there was no comprehensive list of standard index headings. The work was left to low-paid clerk, and as the files were indexed after disposal his work was subject to little or no supervision. As he was without knowledge, instruction or guidance, he naturally did the work very badly. Long rambling

* Form XIII is reproduced in the last page of Appendix VIII of this book, for ready reference.

"purports" were the rule which told you much that you did not want to know, and probably omitted just what was important. They were not framed so that their gist at once cought the eye, and as the index was written in a volume instead of on slips or cards, they could not be arranged in strict alphabetical order. Finally, there were no definite orders as to what papers should be indexed and consequently rubbish was indexed in large quantities while important papers were as likely as not to be omitted.

100. *System described.*—(1) Under the system here described the clerk has, when putting up a current for final orders, to make up his mind whether the paper is one which requires—

(*a*) a "R." Disposal, *i.e.,* to be permanently retained,

(*b*) a "D." Disposal, *i.e.,* to be retained for ten years,

(*c*) "L." Disposal, *i.e.,* to be retained for one year, and must indicate by means of these signs the method of disposal he considers necessary.

NOTE:—All "R." and "D." Disposals must in any case be Indexed.

(2) As already explained in paragraph 58 it is the duty of the section head to initial the above entries in token that he agrees with the method of disposal suggested or in case he does not agree to revise the entry.

(3) On return of the file with final orders the clerk must prepare index slips in duplicate and note upon them the current number and the nature and date of disposal. Thereupon one slip will be attached to the disposal and sent to the record-keeper through the fair-copying superintendent as described in paragraphs 72 and 80 above and the other kept by the clerk. Thus each clerk has an index of his disposal files which he should arrange alphabetically and to which he can refer at any time in order to find out whether such files have any bearing upon his current work.

(4) The index title will correspond with the heading of the final draft and it should ordinarily be identical with the entry made in the personal register on registration as described in paragraph 29. When these entries are found, when the file is ripe for disposal, to be unsuitable, the original entry in column 4 of the personal register should be re-written in red ink. The orders of the head of the section should be obtained for such revision. Great care should be taken to see that the heading and title as finally drafted comply with all the requirements of an index title as explained in paragraphs 105 to 116 especially as regards major head and arrangement and the slips should be written legibly.

101. These titles are prepared in accordance with certain definite rules, which will be found in the succeeding paragraphs, and a voluminous and exhaustive list of standard heads has been compiled which will be found in Appendix A. Adherence to these rules, and to the list of standard heads will ensure that the index titles are prepared on reasonable and consistent principles, that they are so framed, that their gist catches the eye at once and that they are susceptible of strict alphabetical arrangement. Such an arrangement of the titles is rendered possible by the system of writing each title on a separate slip. These slips are punched with two holes by means of which they are filed in strict alphabetical order with two of Mr. Tottenham's special index tags, between two little card-board covers, or "binders" similarly punched. They are thus filed on the "loose-leaf system," which permits of a fresh leaf being, inserted in its proper order at any point. The two tags are threaded through from the same side, so that the two cross tags are at the bottom. The other two ends are tied in a bow on top. These index volumes are kept in wooden trays.

102. *Filing of index slips.*—In the record room the slips are filed in one combined index for the whole office. When one of these little volume of slips becomes so bulky that the tags cannot easily and quickly be passed through it, it will be broken up into smaller volumes. Each such volume will be labelled, *e.g.*, "A-1, A.L." or in the record-keeper's index simply "A-C". It will be noted that the slips will be filed in one continuous series till the index is printed or typed which will be done annually. It will be printed or typed as the case may be direct from the slips. After it has been printed or typed the "R." and "D." Disposal slips will be destroyed.

103. *Titles prefixed to all drafts.*—The title is written on every draft after the word "Sir" or "Gentlemen" as already mentioned, and if a current is indexed it is marked "I." Thus, instead of the indexing being left to the discretion of a junior clerk, and that without supervision, it is constantly brought automatically to the notice of the heads of sections, the Sarishtadar, and the Collector, who see on every draft the index title, and can modify it if necessary. They can also see whether a file has been indexed or receipt or not, and there is a hard and fast rule that all "R" and "D" Disposals are to be indexed, so that there are satisfactory safeguards against important papers being left unindexed.

104. *Importance of prefixing title to all communications.*—It will be observed that the rule that the title of every letter, *etc.*, should be written at the head of it is of great importance from more points of view than one. It is an assistance to the person to whom the letter is addressed, it is an assistance to the issuing office if the correspondent quotes it, as he is requested to (see paragraph 73) in any subsequent communication, and it enables the indexing to be properly supervised. The rule must not, therefore, be regarded as a mere bit of meaningless red tape, but must be strictly and invariably obeyed. Owing to the absence of titles,

brief intermediate communications, and sometimes even more important communications, received from other offices are often unintelligible in themselves. One has to send for the file to understand what they refer to. Similarly, if a letter is received from outside which quotes only the correspondent's number, but not that of the receiving office, there may be some little difficulty in tracing what it refers to especially if the subject is not apparent on the face of the letter, whereas if the number in the receiving office is quoted the file can be traced at once. It is a rule of the first importance when addressing anyone always to quote his number if any communication has previously been received from him on the subject.

105. *Title and head defined.*—In the following paragraphs detailed instructions are given for the preparation of titles. It is to be remembered that even if a communication is not indexed it is to have its title, and that title is to be prepared exactly as if it were intended for incorporation in the index.

The entry in the index relating to an individual paper is called a "title." The important word that is placed first in the title, by which its alphabetical position in the index is determined, and on which primarily depends the possibility of finding the title, is called the head.

106. *Head must be* (*a*) *obvious,* (*b*) *distinctive.*—The first thing to do when writing an index title is to select your head. The head must be a word that will naturally occur to any one who wants the papers. It must not be too wide. For instance, to index all the petitions received in a Collector's office under the head "petitions" would be absurd; though orders of a general nature relating, let us say, to the way in which petitions should be dealt with, would be appropriately indexed under that head.

107. *Consistency essential—Standard heads and sub-heads—Unauthorised additions forbidden.*—Next, in selecting your heads you must be consistent. Even if your heads are badly chosen, so long as you are consistent in your use of them less mischief will be done than if they are in themselves better chosen, but papers relating to the same subject are indexed sometimes under one head and sometimes under another. Consistency can only be secured by prescribing a standard list of index heads and sub-heads. Such a list is given in Appendix A. A copy of the list will be in the heads of every clerk. Clerks must constantly refer to the list. No head or sub-head may be used in any circumstances whatever unless it is included in the list. If any addition to the list, or any modification in it, is found necessary, it may only be made with the sanction in writing of the Collector. Additional legal heads may, however, be selected if required from the lists at the beginning of each volume of Woodman's Digest.

108. *Use of heads and sub-heads.*—In the list some of the heads have their sub-heads printed under them. A head may be used alone

or in combination with such a sub-head. Such sub-head may not be used without a head. This rule is subject, however, to the instructions printed at the head of the list. Any head may, if appropriate, be used as a sub-head under another head. For example, "Budgets" may be used as a sub-head under "Land Revenue" or "Abkari," *etc.*

109. Under important and wide heads large numbers of sub-heads will be required. Every such sub-head must either be a head or sub-head found in the list, or one included in it under proper authority as laid down above.

110. *Use of "General" as sub-head.*—It has been said that a head may be used alone. The smaller ones will be chiefly so used. Under the larger heads there will be some papers of a general nature. For such, a sub-head "General" may be opened under any head with several sub-heads. But this sub-head must be sparingly used. No paper for which a more definite and suitable sub-head can be found should be indexed under "General". One legitimate use of the head is when a case falls under several sub-heads. Another is when it falls under none; for instance, there might be a Government Order dealing with the policy to be adopted in regard to abkari generally. This would have to be indexed under "Abkari—General". It is of the utmost importance that a "General" or "Miscellaneous" sub-head under a head should not be used except for legitimate purposes as sketched above. Of course, "General" or "Miscellaneous" should not be used as a head.

111. *Local classification.*—Local classification should be adopted wherever possible. For instance, in indexing papers relating to assignments, leases, *etc.*, of land, to land acquisition or to encroachments, *etc.*, the titles should be arranged thus:—Main Head, Taluk (abbreviated, see Head-note to Appendix A), village, survey number (if known), petitioner's name followed by his initials, purpose of the acquisition in an acquisition case and finally any other particulars of the case or the nature of the orders, *e.g.*, "Assignment—*Darkhast*—Warangal taluk—Mallavaram village—S. No. 489-Malliah (K.)—Refused."

It is specially to be noticed that in employing the local system of classification the larger area (the taluk) must come before the smaller area (the village included in it). Cases in which the survey number is known will be arranged under the village numerically. That is to say, taking the slip given as an example above, all the slips relating to Mallavaram village will come together, under Warangal taluk. Those slips relating to the village which include a survey number will be arranged first, in order of their survey numbers. Titles containing the same survey number will all come together, and their order among themselves will be alphabetical, determined by what comes after the survey number in each title. Slips including more survey numbers than one will be arranged according to the first of such numbers (which must themselves be written in numerical order on the slip) but will come after all the slips that bear only that number. In every important cases that relate to more than one number a slip should be prepared for each

number. After all the slips relating to a particular village that contain survey numbers will come, slips that do not contain survey numbers and these will of course be arranged strictly alphabetically.

112. *Personal papers.*—Personal papers relating to officials will be indexed under the name of the officer concerned. A proper title would be *e.g.*, "Subramanya Sastri, D., Sub-Magistrate, Reduced." "Subrahmanya Sastri" would be indexed under "S" and "Subrahmanya Sastri, A." would come before "Subramanya Sastri, D." In indexing personal papers it is of special importance to remember that initials must come after names.

113. *Suits—Papers relating to "Suits" will be indexed under the head "Suits" thus.*—First will come the place where the Court sits, then the designation of the Court, then the number of the suit, preceded by appropriate abbreviation "A.S." (Appeal Suit), "O.S." (Original Suit), *etc.* These abbreviations will be arranged in alphabetical order and under each the suits will be arranged according to their years and numbers. The years must come before the number "O.S. 1921-100" and not "O.S. 100-1921."

114. *Bracketed heads.*—Heads printed in brackets in the list are not to be used as heads, but only if necessary as sub-heads under the alternative heads printed against them. They may not be used even so if they are merely synonymous of such alternative heads. Thus, for example, under the head "Allowances", "Exchange compensation" may be, and must be, used as a sub-head. Papers are not to be indexed under "Exchange Compensation" used as a head. Similarly, papers relating to Land Improvement loans are to be indexed under "Advances, Land Improvement," but "Cinematograph" is not to be used under "Bioscope" (the correct head) because they are synonymous.

115. *Arrangement of several sub-heads.*—The same title may contain more than one sub-head. The order in which these should be arranged is a matter in regard to which definite rules cannot be prescribed. Generally speaking, the wider and more abstract should come before the narrower and more concrete. The necessity for consistency must not be forgotten.

116. *Title proper.*—After the heads and sub-heads comes the title proper. This must be as brief as is compatible with expressing clearly the main subject of the file and some particulars of the individual matters to which it relates—so as to enable one easily to find the papers that one may require. Brevity is a merit in a title. If a title shows one at a glance like a newspaper headline, the subject of the paper, it is good title. Unnecessary length is a positive evil in a title. It defeats the object in view. On the other hand, a title which is merely general is of little practical use, and if it does not distinguish a file from others relating to closely similar but not identical subjects, time may be wasted in taking out and examining several files, before what is

wanted is found. The head or sub-head should never be repeated in the title proper.

117. *Wording and articulation.*—The title must consist mainly of substantives, adjectives (where indispensable) and participles. Minor parts of speech should be excluded as far as possible. That strict alphabetical arrangement may be practicable. It is essential that the title should be articulated, or broken up into members each consisting of as few words as possible, and each expressing an element in the subject-matter. Each member will begin with a capital letter, which will help to determine the alphabetical order and should be separated from the members preceding and succeeding it by a bold dash. It is no use to try to put too much into a single title. The title must indicate clearly but briefly one main subject of the order.

118. *Two, or more, titles when necessary—Cross references.*—If an order deals with more than one subject, two or more complete titles under different heads may be necessary. But the same title must not be repeated under more than one head, either in its entirety or partially. Instead of this, where a subject falls under more than one head, and it seems useful to index it under each head, but there is no need for distinct titles under each head, a cross-reference or cross-references must be used,—that is, the complete title will be written on one slip under one head, while on other slips, one for each of the other heads, will be written merely one of the other heads followed by "See so and so" (mentioning the former head). The same cross-reference must never be repeated.

119. *Consolidation of titles when printing.*—The same words must never be printed over and over again in successive titles in the index where this can be avoided."

APPENDIX D

"*List of Record Files*

Sl. No.	*Nature of the record files*	*Subject*	*Period of retention*
(1)	(2)	(3)	(4)
1.	Government Orders	Agriculture Department	10 years
2.	-do-	Education Department	do
3.	do	Finance (Ways and Means) Department	do
4.	do	General Administration (Elections) Department	do
5.	do	General Administration (Political) Department	do
6.	do	General Administration (Services) Department	do

(1)	(2)	(3)	(4)
7.	Government Orders	H. & L.A. Department	10 years
8.	do	Home (Endowments) Department	do
9.	do	Home (Labour) Department	do
10.	do	Home (Police) Department	do
11.	do	Home (Transport) Department	do
12.	do	Industries and Commerce Department	do
13.	do	Law Department	do
14.	do	Planning and Development Department	do
15.	do	Public Works (Buildings) Department	do
16.	do	P. W. (Irrigation) Department	do
17.	do	Revenue Department	do
18.	Proceedings of the Board of Revenue	Civil Supplies	do
19.	do	Commercial Taxes	do
20.	do	Excise	do
21.	do	Irrigation	do
22.	do	Land Revenue	do
23.	do	Office Procedure and Inspections	do
24.	do	Prohibition	do
25.	do	Settlements	do
26.	do	Survey	do
27.	High Court's Proceedings	..	5 years
28.	Accountant-General's circulars	..	do
29.	Proceedings of the Chief Conservator of Forests	..	do
30.	Proceedings of the Commissioner of Labour	..	do

(1)	(2)	(3)	(4)
31.	Proceedings of the	Director of Agriculture	5 years
32.	do	Directors of Animal Husbandry and Fisheries	do
33.	do	Director of Industries and Commerce	do
34.	do	Director of Medical Services	do
35.	do	Director of Public Health	do
36.	do	Director of Public Instruction	do
37.	do	Director of Social Welfare	do
38.	do	Inspector-General of Local Administration	do
39.	do	Registrar of Co-operative Societies	do
40.	Appointments, Leave and Transfers		3 years
41.	Application for	Arms Licences	do
42.	do	Cinematograph Licences	do
43.	do	Casual leave and permission	1 year
44.	do	Passport and visas	5 years
45.	Charge list	..	10 years
46.	Copy applications	..	1 year
47.	Crime reports	..	2 years
48.	Diaries—Gazetted Officers	..	5 years
49.	Diaries—Non-gazetted Officers	..	5 years

Note:—The tour diaries of the Revenue Divisional Officers, Tahsildars and Revenue Inspectors should be submitted in two copies to the Collector, Revenue Divisional Officer and Tahsildars respectively and the higher officer should add his remarks on these copies, retain one copy with him and return the other copy to the concerned officers. The officers should hand over office copies of the diaries to their successors in office at the time of handing over charge on transfer and include the same in the charge list.

(Memo. No. 2785/Ser-C/71-1, dated 10-11-1971)

(1)	(2)	(3)	(4)
50.	Epidemic reports	..	1 year
51.	Gazettes	(C.I.D.)	As prescribed in Appendix VIII to B.S.O. 169,* para 6.
52.	do	(Police)	
53.	do	(Districts)	
54.	do	(Andhra Pradesh)	
55.	Jamabandi check memos.		3 years
56.	Inspection report of Minor Irrigation works		5 years
57.	Welfare schools including reclamation—schools—Establishment, Inspection *etc.*		3 years
58.	Welfare schools including reclamation schools—Cash dollies		3 years
59.	Land Records		5 years
60.	Local Boards' Proceedings		do
61.	Magistrates' calendars		3 years
62.	Office Orders		5 years
63.	Progress report of Government Pleader and Pleader doing Government work		1 year
64.	Stamps, Stationery and Forms' indents in the office		1 year
65.	Survey instruments and *karnams'* equipment report		3 years
66.	Tour Programmes		1 year
67.	Inspection reports on Harijan Hostels		3 years
68.	Office inspections including sub-treasuries other than Board's Proceedings		5 years
69.	Prohibition—permits and licences		3 years
70.	T. A. Bill Memoranda		1 year
71.	Monthly letters relating to the community development programme issued by Sri S. K. Dey, I.C.S.		5 years
72.	Reports about flood level		1 year
73.	Licences for explosives, sulphur, poisons & petroleum		3 years

* B.S.O. 169, as well as the Appendix VIII appended to it, were contained in Chapter XIV in Volume IV of *Standing Orders of the Board of Revenue*. The entire Chapter XIV, entitled "Office Routine", which contained B.S.Os. 159 to 180, has been deleted in the 1975 Andhra Pradesh edition of the *Standing Orders of the Board of Revenuel* (*Land Revenue, Settlement and Miscellaneous*). Volume IV (Government of Andhra Pradesh, Hyderabad: 1976). G.O.Ms.No. 985, Revenue (*Y*) Department, dated 24-9-1971, and B.P. Mis. No. 109 dated 23-2-1972, are quoted as the authority for the aforesaid deletion in Volume IV of the 1975 Andhra Pradesh edition of the B.S.Os. At present the practice in the archives is to indefinitely retain all gazettes.

(1)	(2)	(3)	(4)
74.	Judgements of Sessions Courts		10 years
75.	Permits for transport of denatured spirits and foreign liquors		3 years
76.	Audit reports and notes of inspection of community development works programme		5 years
77.	Audit reports and notes of inspection of N.E.S. Programmes		do
78.	Audit reports and notes of inspection of community development programmes		do
79.	Licences under the Andhra Rice Mills Licencing Order		do
80.	Obsolete Office orders		10 years
81.	Office instructions		3 years
82.	(Confidential) Today's Press at a Glance		3 years
83.	(*a*) Unofficial note (*b*) Press note and (*c*) Raj Bhavan news		3 years
84	Licences issued under Section 5 (1) & 5 (3) of the Madras Commercial Crops Markets Act, 1933 (B.P. Mis. 512/58, dated 28-11-1958 & B.P. Mis. 118/60, dated 4-4-1960).		3 years
85.	(*a*) Domicile Certificates issued		10 years
	(*b*) Domicile Certificates not issued (Bd's Ref. 9728/58, dated 25-1-1959 & B.P. Mis. 118/60, dated 4-4-1960).		1 year
86.	Reports regarding accidents in mills (B.P. Mis. 172/59, dated 23-6-1959 & B.P. Mis. 118/60, dated 4-4-1960).		3 years
87.	Periodical Bulletins on retail prices: and on wholesale prices of commodities issued by the Director, Bureau of Economics and Statistics (B.P. Mis. 255/59, dated 5-9-1959 & B. P. Mis. 118/60, dated 4-4-1960).		3 years
88.	Periodical reviews or reports on the Index Numbers of Rural Prices issued by the Director, Bureau of Economics and Statistics (B.P. Mis. 118/60, dated 4-4-1960)		3 years
89.	Proceedings, resolutions *etc.* of the Panchayat Samithis and Zilla Parishads (B.P. Mis. 32/61, dated 23-1-61).		3 years"

"APPENDIX E

"Note on Slip Index

"It may be useful to compare the respective merits of the card and slip-indices system. The card-index has only one advantage over the slip-index—that it is easier to place a card in its position than to file slip in the "binder". On the other hand, the slip-index is much cheaper, and it is much more portable, which is a great advantage in offices where it is necessary to take indices on tour and it requires no special furniture. Trays are quite sufficient to keep the binders in. Cards may be kept in trays as long as the index is comparatively small, but when it reaches any size proper index cabinets are almost indispensable, and these are costly. Two or more slips can be prepared simultaneously by means of carbon-paper. This cannot be done with cards. Cards take up much more room than the slips. The slips cannot be easily displaced whereas the whole card-index may be accidentally upset, and then it will take a good deal of time to rearrange it. Finally, the slip index, being in book form and easily held in the hand is much more convenient to consult than a card-index. One can run through the slip with one's thumb and fore-finger as one does through the pages of a book. The slips are also in the proper position for reading—horizontal—whereas the cards are vertical, and one has either to lift each card out to read, or to push it backwards into a slanting position and lean over the tray or drawer. It is thus clear that the slip-index is far superior to the card-index, and if the volumes are broken up before they become too thick, and Mr. Tottenham's special tags are used, filing takes very little time and is not troublesome. Of course, if a very large number of entries had to be filed daily this point about delay in filing would become more important. Even then, however, the difficulty would be minimised by the fact that the proper course would be to let a number of slips accumulate and file them at one time. The tags would then have to be taken out and retreated only once for the whole batch, and the loss of time would be very slight. For the proper working of the slip index it is essential to have the special tags".

"APPENDIX J

"Destruction of Records

"1. The registers mentioned in Chapter V will be destroyed after the periods prescribed herein:—

Distribution register	After 5 years
Personal register	10 years
New case register	5 years

[G.O.Ms.No. 2499, Public (Services-6),
dated 4th October 1951.
B.P.No. 38, dated 22nd October, 1951]

Fair-copy register	3 years
Despatch by post and local delivery book	3 years
Stamp account	3 years
Periodical register	3 years
Call book	10 years
Security register	10 years Provided all the valuables entered therein have been duly accounted for
Copy application register	After 10 years
Record issue register	3 years
Government suits register	10 years
Paper suits register	10 years

(G O.Ms.No. 387, Public (Services), dated 8th May, 1933)
B.P. No. 37, Press, dated 1st June, 1933)

2. The following records will be destroyed after the period noted against each:—

Register showing hour *etc.* of handing over and taking back the sealed bag containing the key of the record room.	1 year
Arrear lists maintained in Forms VII and X given in Appendix B.	3 years
Running note-files to the personal and periodical registers and other special registers	3 years"

(G.O.Ms.No. 827, Public (Services), dated 14th May, 1938; B.P. No. 177, Press, dated 28th September, 1938)

* **(B.P.Rt. 1464/63, dated 30-4-1963)**

(G.O.Ms.No. 1834, General Administration (Services-C), dated 28th December, 1959, B.P. Press No. 4, dated 21st February, 1960).

"Appendix L

REGISTER OF RECORDS RETURNED TO THE RECORD ROOM

Serial Number	No. and date of disposal	Record issue No. and date	Date of return	Signature of Record Attender or Record Assistant receiving	Remarks. (Here enter the subject matter of disposal) in brief if it is an important one for future reference)"
(1)	(2)	(3)	(4)	(5)	(6)

Reference is also invited to Appendix A of the *District Office Manual* which is entitled "List of Index Heads". The aforesaid Appendix of the D.O.M. gives a near-comprehensive general list of index-titles and subjects, complete with sub-heads. Files on most of the index-titles are to be found in the records of the District Collectorates of the Madras Presidency, the Madras State and the Andhra State periods, right from the times of the East India Company. The List of Index Heads are not reproduced here as they mostly relate to district records. It is proposed to reproduce Appendix A of the D.O.M. in the second volume of this book, *viz., Archival Organization and Records Management in the State of Andhra Pradesh (India)*, (Volume II), which, *inter alia,* deals with the archives and public records in the Regional Offices of State Archives, and in the District Collectorates, of the Andhra region.

Under the District Office Manual, the Collectorates and district offices have to maintain two registers, the *proformae* of which are given in Forms XIII and XIV of Appendix B of the Manual. The two aforesaid forms are reproduced below for ready reference:—

Form XIII

Register showing hour, etc., of handing over and taking back the sealed bag containing the key of the Record Room

Date.	*Hour of handing over the sealed bag to the police guard or night watchman.*	*Signature of the record-keeper or the assistant in-charge handing over the sealed bag.*	*Signature of the head constable or constable with his number or the signature or the thumb-impression of the night watchman taking over the sealed bag.*	*Hour of taking back the sealed bag from the police guard or night watchman.*	*Signature of the head constable or constable or the signature or the thumb impression of the night watchman handing over the bag to the record-keeper or his assistant.*	*Signature of the record-keeper or his assistant acknowledging receipt of the bag.*	*Remarks, if any.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Form XIV

Register of papers issued from and returned to Record Room

Serial number of requisition and date of receipt	*Number and date of the disposal or other document required*	*Date of issue from the record room*	*Current number, if any, for which taken: otherwise purpose for which taken.*	*Signature and designation of the clerk taking*	*Initial of the record keeper or assistant delivering the records*	*Date of return*	*Signature and designation of the clerk returning the records*	*Initials of record-keeper or assistant receiving*	*Remarks*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

N.B.:—The record-keeper should verify the entries in this register once a month with reference to the current number for which the disposals were taken.

APPENDIX IX

EXTRACTS FROM THE OFFICE MANUAL OF THE ANDHRA PRADESH STATE ARCHIVES

The *Office Manual of the Andhra Pradesh State Archives,*@ which is usually referred to as the OMAPSA, was approved by the Government of Andhra Pradesh and issued by the APSA in 1977. It contains certain important items of information for the archivist and the user of records. These provisions which are to be found in Chapters XI, XII, XVIII and XIX and Appendix "D" of the Manual are reproduced below for ready reference:—

"CHAPTER XI

"Stock Files

"79. Each section should maintain stock files on all important subjects relating to it. It is the duty of the Assistant Archivist or Clerk to maintain them up-to-date. When drafting a disposal of an important or general nature, section head or Assistant Director will decide whether a copy of it after issue should be added to the stock file on the subject and if so, should add the entry 'Stock File' at the end of address entries to the draft. This entry will not be typed or printed in the fair copy and the section clerk will add the copy to the connected stock file and initial in the office copy against the entry 'Stock File' in token of having done so. Only spare copies and not originals should go into stock file. When an order, note, *etc.*, is too long, an extract of the relevant portion only may be added to the stock file. The papers should be filed chronologically and the press numbered serially in ink. There should be at the beginning of the file a table contents as follows:

Number and date of order etc.	*Subject*	*Page No.*
(1)	(2)	(3)

@ *Office Manual of the Andhra Pradesh State Archives* (mimeographed), issued by the Director of State Archives, Andhra Pradesh, 1977 (mimeographed by the Director of Printing, Andhra Pradesh, at the Government Central Press, Hyderabad).

The papers should be tagged neatly between two flat boards. On no account should the copies included in the file be removed. Whenever an order added to the stock file supersedes or modifies a previous one included in it, the fact must be noted on the previous order and in the table of contents against the entry relating to it. Section head should check the stock files at frequent intervals."

"CHAPTER XII

"Disposals

"80. The following are the different classes of disposals:

(1) *"Retain" Disposals* (*R. Dis.*):

Retain Disposals are those that are to be retained permanently.

(2) *"Destroy" Disposals* (*D. Dis.*):

Destroy Disposals are those that are to be destroyed after ten years and in a few cases after twenty.

(3) *"Lodge" Disposals* (*L. Dis.*):

Lodge Disposals are those that are to be destroyed after a year.

(4) *"Nil" Disposals*:

N. Disposals are those that are to be sent out in original, *i.e.*, when the disposal takes the form of an endorsement on a communication received from outside, which communication is returned, or forwarded, bearing such endorsement.

81. R. and D. Disposals are put into brown paper "Disposal Jackets". On the outside of these are boldly marked the name of the department or office, the number of the current or file, preceded by the letter R. or D. the date of disposal, the number of pages in the current and note files of a file. The year of destruction should also be written if the file is a D. Disposal and has to be kept for more than ten years. Nothing else is to be written on the outside of the jacket. On the inside of the jacket the "Back" numbers, *i.e.*, the number of previous files bearing on the same subject or closely connected subject which are likely to be required for reference, should the disposal itself ever be referred to in the future, should be carefully marked, and similarly the number of the disposal should be marked as a "Forward Number" on the inside of the jackets of all the "Back number" files. This "Chaining" is most important. L. Disposals also have no jackets, but in their case no chaining is necessary. In the case of "N" Disposals, either the gist, or if the precise wording is important a copy of the "N" Disposal must be entered in the disposal column of the personal register, with the date of disposal.

82. The practice of closing a current merely because it has been pending for a long time and opening a new current is strictly prohibited. Great care must be taken that no communication to which a reply is expected is given a disposal. A disposal should be given to every communication that closes a file. Before closing a file it should be ensured whether any entry has to be made in the Call Book (Form No. 12) for any future action.

83. In Appendix D a schedule of certain subjects and the period of their retention has been given for general guidance. It is not a complete list of all subjects dealt with in the Department. As such for cases which are not included in this schedule discretion should be exercised with utmost care to prescribe the period of their retention."

"CHAPTER XVIII

"Repository

"117. *Particulars of records maintained*:

The undermentioned records will be accepted in the Repository for preservation:—

1. Permanent Records of Secretariat Departments of the former Hyderabad Government and defunct offices of the Hyderabad Government.

2. Originals of Proceedings of Government in the Miscellaneous Series of the 5th year previous.

3. Originals of Government Order in Routine Series and Memoranda of the 5th year previous if they are ordered to be preserved permanently by a Deputy Secretary to Government.

4. Four copies of Annual Index relating to Proceedings of all Departments of Secretariat.

5. Personal Register of all Secretariat Departments of the 3rd year previous.

6. Proceedings of the Board of Revenue in Miscellaneous series of the 5th year previous.

7. One copy of annual index of the Proceedings of the Board of Revenue.

8. Survey records relating to Andhra Districts.

9. Permanent records of Heads of Departments.

10. Electoral Rolls.

11. Strong Almirah Documents (Bonds, Deeds, Encumbrance Certificates, *etc.*, received from the Co-operative Societies

Department. Agreements received from P.W.D., Documents relating to State-Aided Industries received from Government. Registers of valuables belonging to the various *Devasthanams* in the State, received from Government. Documents relating to the transfer of institutions like colleges, hospitals, *etc.*, to the Government, received from Government. Covenants and agreements of the officers of the All India Services received from Government. Agreements relating to advances for purchase of motor cars, houses, house-sites, *etc.*, received from Government. Any other document which the Government might send for safe custody).

12. *Siyahas and Muntakhaba.*

13. Andhra Pradesh Gazettes.

14. Disposals of the State Archives.

15. Private records acquired by the State Archives.

118. *Inspection*:

The Assistant Director who is incharge of the Repository should make a detailed inspection of the Repository in the months of July and January in each year and at other times, if necessary, to ensure that the records are being taken proper care of and submit a report to the Director on the state of the records. The report will contain information under the following heads:—

(*i*) Whether the record room is in good repair and protected from white ants, and whether it is kept clean and secure from entry at all points and sufficiently lighted. The condition of the records should be clearly and concisely stated, and it should in all cases be reported whether steps have been taken to remedy the defects brought to notice.

(*ii*) Whether the records are methodically arranged.

(*iii*) Whether the rules regarding the issue of records from and return to the Records Branch are strictly observed.

(*iv*) Whether old records are periodically destroyed, and if so, what records were destroyed during the half year. It is unnecessary to enter long lists of records actually destroyed. It will be sufficient if information is furnished as to the number of papers, or, if this is impracticable, the number of bundles destroyed, with a brief description of the nature of the papers.

119. *Functions of the Repository Branches*:

The main functions of the Branch will be as under:—

(1) Supply of records in response to requisitions. Records specifically mentioned in the requisitions will be supplied. Referencing work, *i.e.*, putting up of previous papers will not be attended to.

(2) Checking of records transferred by the departments, and offices.

(3) Sorting of originals and spare copies of proceedings, *etc.*, sent or returned, and placing them in, or restoring them to their proper places.

(4) Registry of records and volumes sent out of the Branch and noting their return in the register.

(5) Sending every month reminders for the return of records taken out more than a month ago.

(6) Cleaning and dusting of racks, and the examination of records in order to protect them from damage by white-ants, *etc.*

(7) Labelling and varnishing record boards.

(8) Keeping the bundles and volumes arranged neatly and methodically on the racks.

(9) Keeping records room tidy and in good repair.

(10) Destruction of records in due time.

(11) Preparation of reference media such as Guides, Catalogues, Descriptive Lists, *etc.*

120. *Responsibility of staff working in the Repository*:

The Repository is the most important unit of this Department. The records preserved there being rare, valuable and irreplaceable, the foremost duty and responsibility of every person working in the Repository is that they should be preserved safely and securely. The entire staff shall be vigilant against any possible damage to or loss of records by fire, water, insects and pests, thefts, *etc.* No outsider will be allowed to enter the Stack Area without the prior approval of the Assistant Director or the Director.

121. *Duties of Assistant Director*:

The Assistant Director Incharge of a Repository Branch is the head of the Repository Branch and he is responsible for proper and prompt execution of business of the Branch.

122. *Duties of Section Head*:

The Section Head incharge of a Repository Branch is responsible for the proper maintenance of the records and expeditious transaction of business in it. He should inspect twice a month the registers maintained by the staff under him in order to ensure that they are properly maintained. He should ensure that records are fumigated and are dusted regularly according to a programme approved by the Assistant Director.

123. *Duties of Assistant Archivist and Clerks*:

Assistant Archivist or Clerks will also be responsible for the proper maintenance of the records. They should arrange the records neatly and methodically and see that the rooms are kept tidy. They should promptly attend to requisitions for records and maintain necessary registers showing the records sent out and returned.

124. *Duties of Record Assistants and Attenders*:

The Record Assistants should assist in the arrangement and maintenance of the records and in taking out the records requisitioned for and replacing them properly when returned back and also in labelling and varnishing record boards. They should attend to dusting of records regularly.

125. *Working hours*:

The working hours of Repository are from 10.30 a.m. to 5.00 p.m. It shall *not* be kept open after 5 p.m. In case it is necessary to keep it open after 5 p.m. in order to attend important and urgent work, specific *written* orders of the Assistant Director concerned should be obtained to do so. It shall not be opened on Sundays and on other closed holidays. In case it is necessary to open it on such holidays *prior written orders* of the Director should be obtained to do so and it should be opened and closed by the Section Head concerned.

126. *Closing and opening of Repository*:

The Repository should be closed for the day after ensuring that all the doors and windows are properly closed and the lights, fans and electric sub-mains are switched off. The keys shall be put in a sealed bag, signed and handed over to the Receptionist or placed in the key deposit box. The turn-duty clerk or Assistant Archivist should note the time of closing in the register and initial the entry. If any urgent necessity arises to open the Repository after it has been closed, it may be opened in the presence of a Chowkidar and the Caretaker only after taking proper permission. It should be closed again carefully, in the presence of the aforementioned staff. A note to this effect should be made in the Register maintained for opening of sections.

The Repository will be opened the next morning by the Clerk or the Assistant Archivist on opening duty. Before opening it the clerk or the Assistant Archivist should note the time in the register and initial the entry. Soon after opening he must ensure that all the doors and windows are properly opened and the Branch is cleaned up. Smoking is strictly prohibited in the Stack Area.

Turn Duty list for closing and opening of the Repository will be prepared every month by the Archivist incharge and enforced with the approval of the Assistant Director.

127. *Supply of Records*:

(*a*) Records shall be supplied to concerned requisitioning Departments only on requisitions being made in the prescribed form (Form No. 20). Incomplete requisitions are liable to be returned.

(*b*) State Archives records will be supplied to its concerned section on requisition being made in the prescribed form (Form No. 21).

Requisitions for Secretariat records shall be signed by section heads or superior officers of the concerned Secretariat Department. Requisition for records pertaining to Heads of Departments will be signed by a Gazetted Officer of the said Department.

Records relating to more than one department shall *not* be asked for in the same form.

(*c*) No requisition for Secretariat records from a Head of a Department or an Officer outside the Secretariat will be complied with, except on the authority of the Secretariat Department to which the paper belongs.

Requisitions for records shall be received by the Assistant Archivist or Clerk and he shall see whether the forms of requisitions are duly filled in and signed. Any requisition which is either incomplete or does not conform to the rules should be returned. If the requisitions are in order, they shall be numbered consecutively and the date of receipt shall be entered in the space provided for the purpose.

No requisitions should be marked 'Very Urgent' or 'Special' unless they are really so. If a requisition is marked 'Very Urgent' or 'Special', the time of receipt and of compliance shall also be noted in the form.

(*d*) The requisitions shall be attended to in the order of their urgency. As a general rule no requisition received before 3 p.m. shall be kept pending till the next day without the knowledge of the Section Head. A list of requisition slips received during the day which could not be attended to shall be prepared and be submitted to the Section Head before he leaves the office at the close of each day.

(*e*) Before an original record is taken out from the records bundle, a dummy slip duly filled in shall take its place in the bundle or if there is already in the bundle such a slip relating to the record required, the entries shall be continued in the slip. When the record is restored to the bundle this entry shall be scored out. The Record Assistants are held responsible for the strict observance of this rule, and the Assistant Archivists or Clerks shall frequently inspect the bundles to see that this duty is properly performed by the Record Assistants.

(*f*) In the case of any original Government Order, the date of issue shall be noted by the Record Assistants in pencil at the top corner of the back of the outer sheet of the Government Order supplied. The

Assistant Archivist or Clerks will note the serial number of issue against the date.

(*g*) All original papers and volumes issued out of the Repository shall be entered in a register called the "Issue Register of Records" (Form No. 22). Spare copies of Government Orders furnished for purposes other than for currents and these sent in compliance with requisitions from Heads of Departments, *etc.*, shall also be entered in this Register.

(*h*) The record shall then be furnished to the officer concerned after he acknowledges the receipt of the record in the space provided for the purpose in the requisition form.

(*i*) Records for which 'Urgent' and 'Special' requisitions are received shall be furnished forthwith, preference shall always be given to records called for on behalf of or for the urgent reference by the Government.

(*j*) The transfer slip received from the party who had received the records on requisition and transferred them to the other party, should be kept properly in the register. When the intimation slip has been received in the branch sent by the party to whom the records were transferred, the previous entry in the dummy slip in the record bundle and in the Record Issue Register shall be scored out and a fresh entry be made.

(*k*) If a record is not in the bundle, the Clerk shall ensure that it has not been received before the requisition is returned. He shall also note in the form of requisition the reason for not furnishing any record.

(*l*) The Repository section will be held responsible for any record found missing after its receipt in the section. Records issued to the departments should be supported by—

(1) requisition slip duly acknowledged,

(2) entry in the issue register, and

(3) dummy slip in the bundle.

The department concerned will be held responsible for a record found missing after it is issued to it and acknowledgement obtained in the requisition slip.

Whenever a record is found missing, a report shall at once be submitted to the Assistant Director concerned. Efforts should be made to trace it quickly. Till it is traced a weekly report shall be submitted by the Archivist or Superintendent to the Assistant Director about the progress made in tracing it.

128. *Sorting and arrangement*:

(1) The Director of State Archives has discretionary power to return records for rearrangement and to reject records, the preservation of which is neither authorized nor specially directed by Government.

(2) The bundle will be completed after arranging the papers according to date and by placing the files between wooden boards and tying them with tapes. A printed label will be affixed to the upper board indicating the department, the nature of records, and the first and last numbers and dates of the bundle. The label will be protected by the special process of varnishing, *etc.*, in use in the repository.

(3) When the bundles are received for preservation a receipt for the bundles will be issued immediately, after checking the entries in their labels with the bundle deposit list. The files in each bundle will be checked as soon as possible with the bundle deposit list and deposit supplement.

129. *Preparation of record boards*:

The boards should be clean and smoothed with sand paper. A blank sheet of paper shall then be pasted on the outer side of the board with paste made of wheat flour to which a little copper sulphate (Blue stone) has been added to protect the paper from insects. After the paste is dry, printing slips denoting the department, numbers, *etc.*, of the records shall be affixed to the paper, and after a similar interval for drying, a coating of corn flour gruel shall be applied all over this side of the board. The board shall then be left in a place free from dust until the corn flour coating is dry. A second coat shall then be given after this is also dry a third or final coat. The varnish diluted with turpentine should be used. As soon as the varnish gets dry, the board will be ready for use.

130. *Precautions against white-ants and record pests*:

Whenever white-ants appear on the walls or floors of the record rooms the affected parts should be got replastered with cement. Wooden shelves, almirahs, boxes, *etc.*, shall not be used for keeping records. Records affected with insects and pests should be segregated from the rest of the records and fumigated or repaired before being restored to their original place.

Records and record shelves should be regularly and systematically dusted and cleaned."

Forms 20, 21 and 22 of the OMAPSA which are referred to in Chapter XVIII extracted above are reproduced below:—

FORM 20

Requisition for Records

Andhra Pradesh Government Secretariat:

Section

Department

Record Issue No.

Date:

To

The Director of State Archives, Andhra Pradesh,
Hyderabad—500007.

The following records are required:—

Sl.No.	*Nature of record*	*Number*	*Department*	*Date*	*Whether original (O.) spare copy (S.C.) or spare copy with notes (S.C.N.)*	PURPOSE *Current number*	PURPOSE *Year*	*If not furnished, reasons*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Acknowledgement

Received the above mentioned records except items................

Designation:

Signature:

Special Instructions for filling in the Form of Requisition

1. Records relating to more than one department should not be asked for in the same form.

2. A requisition for confidential records must be signed by the Superintendent of the department to which the records belong; receipt of such records must be acknowledged by the Superintendent of that department.

FORM 21.

REQUISITION FOR RECORDS OF STATE ARCHIVES

Sl. No.	*Disposal No.*	*Subject*	*Current No. for which records are required*
(1)	(2)	(3)	(4)

To

The Repository..........Section.

Signature of the section head.

FORM 22.

REGISTER OF PAPERS ISSUED FROM AND RETURNED TO THE REPOSITORY

Serial No. of requisition and date of receipt	*No. and date of the disposal, or other description of the document required*	*Date of issue from the Records*	*Current No. for which taken; otherwise purpose for which taken*	*Signature and designation of the Clerk taking*	*Initials of the Record-keeper or Assistant delivering*	*Date of return*	*Signature and Designation of the Clerk returning*	*Initials of Record-keeper or Assistant receiving*	*Remarks*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

"Chapter XIX

"*Preservation and Rehabilitation of Records*

"132. *Preservation Section*:

The Preservation Section will attend to mending and repairing of records and binding of books and registers, which are sent to the section for mending or binding.

133. *Duties of Foreman and Assistant Foreman*:

The Foreman will be the technical officer incharge of the section. He will train the Menders and Binders, distribute work and necessary repairs material among them and see that the work is done scientifically and methodically and according to the quantum of work prescribed for each Mender and Binder. The Assistant Foreman will assist the Foreman.

The Foreman will be responsible for the proper maintenance and safety of the equipment, materials, records, books, *etc.*, given to the section.

134. *Duties of Archivist incharge of the Section*:

The over-all charge of the section will be under an Archivist who will attend to all administrative matters and correspondence, *etc.*, and arrange for fumigation of records.

135. *Daily out-turn of work by each Mender or Binder*:

The daily out-turn of work by each Mender or Binder will be as under:

Job	*Daily out-turn prescribed for one Mender or Binder*
(1)	(2)
1. Guarding, *or*	70 to 80 sheets
2. Overlaying tissue with patching, *or* ..	25 to 30 sheets
3. Overlaying Chiffon, *or*	15 to 20 sheets
4. Inlay work, *or*	8 to 10 sheets
5. Minor repairs, *or*	45 to 55 sheets
6. Preparation of registers, *or*	2 registers
7. Binding of books.	1 book

136. *Carton Boxes Section*:

Carton Boxes for office use will be manufactured in the Carton Box Section.

137. *Duties of the Chargeman*:

The Chargeman will be the technical officer incharge of the section. He will train the Menders under him, distribute work and materials among them and see that they prepare boxes of good quality, according to the rate of production fixed for each Mender. He will be responsible for the proper maintenance and safety of the equipment and materials given to the section.

138. *General Supervision*:

This section will be under the general supervision of the Foreman. The Archivist incharge of Preservation Section will also be incharge of this section in so far as administrative matters, corrrespondence, *etc.*, is concerned.

139. *Daily out-turn of work by each Mender*:

The daily out-turn of work by each Mender will be as under:—

	Job	*Daily out-turn prescribed for one Mender*
1.	Preparation of carton boxes ..	1 complete carton box in 11/2 days by 1 Mender
2.	Preparation of carton covers ..	3 carton covers by 1 Mender

140. *Registers*:

(1) A register will be maintained by each Mender to show his daily work. It will be put up to Foreman.

(2) The Foreman will submit to the Assistant Director and the Director a consolidated report every month about the work done by the Menders and Binders, *etc.*"

"APPENDIX D"

"RETENTION AND DESTRUCTION OF OFFICE RECORDS

SCHEDULE

Sl. No. (1)	*Subject* (2)	*Nature of disposal* (3)
1.	Accession of Books Register	R
2.	Accession of Office Publications Register ..	R
3.	Office Annual Administration Reports (Manuscript)	L
4.	Appointments, Promotions, Degradations, Reinstatements, Retirements, Pensions, Gratuity	R
5.	Attendance Register	D
6.	Auction of unserviceable articles	D
7.	Books Issue Register	R
8.	Bills and Cheques Register	D
9.	Budget files	L
10.	Buildings:	
	(*a*) Construction	R
	(*b*) Repairs	L
11.	Call Book	D
12.	Cash Book	R
13.	Casual leave	L
14.	Chicket Book of Challans	R
15.	Chicket book of Office Orders *etc.*	R
16.	Confidential Reports (P.Fs.)	R
17.	Contingent Bills	D
18.	Contribution of staff	D
19.	Creation of new posts	R
20.	Delegation of powers to the Director	R

(1)	(2)	(3)
21.	Delegation of powers to the Assistant Directors ..	R
22.	Despatch Register	D
23.	Distribution Register	D
24.	Emergency appointments	L
25.	Entry passes	L
26.	Execution of court decrees	D
27.	Fair Copy Register	D
28.	Fixation of Pay	D
29.	Fixation of Prices of Office Publications	D
30.	Grant of increments	D
31.	Immovable Property statements	R
32.	Indents for stationery articles	L
33.	Indents for Livery and Uniform	D
34.	Information Service	L
35.	Leave other than casual leave	D
36.	Lists of Office records destroyed	R
37.	Loans and Advances	D
38.	Local Delivery Book	L
39.	Movement Register	D
40.	Pay bills	R
41.	Periodical Register	D
42.	Personal Register	D
43.	Proceedings of Indian Historical Records Commission, Regional Historical Records Survey Committee, National Committee, of Archivists, Manuscripts Purchase Committee, and Research Scholars Selection and Review Committee	R

(1)	(2)	(3)
44.	Printing of office publications	D
45.	Printed Reports	R
46.	Purchases	D
47.	Quarters	
	(a) Allotment	R
	(b) Rent	D
48.	Record Issue Registers	R
49.	Register of Probationers	R
50.	Register of Increments	D
51.	Reorganization of staff	R
52.	Repairs to typewriters, furniture, bicycles, *etc.* ..	D
53.	Revision of scales of pay	R
54.	Sanction of Scholarships	D
55.	Security bonds of staff	R
56.	Service book	R
57.	Stamp Accounts Register	D
58.	Stock Files	R
59.	Stock Registers	R
60.	Stoppage of increments	D
61.	T. A. bills	D
62.	Test Audit Report	D
63.	Tours of Director and Assistant Directors	L
64.	Training of Staff	L
65.	Trunk Call and Telegram Register	L"

(1)	(2)	(3)
44.	Printing of office publications ..	D
45.	Printed Reports	R
46.	Purchases	D
47.	Quarters	
	(a) Allotment	R
	(b) Rent	D
48.	Record Issue Registers	R
49.	Register of Probationers	R
50.	Register of Increments	D
51.	Reorganization of staff	R
52.	Repairs to typewriters, furniture, bicycles, etc. ..	D
53.	Revision of scales of pay	R
54.	Sanction of Scholarships	D
55.	Security bonds of staff	R
56.	Service book	R
57.	Stamp Accounts Register	D
58.	Stock Files	R
59.	Stock Registers	R
60.	Stoppage of increments	D
61.	T. A. bills	D
62.	Test Audit Report	D
63.	Tours of Director and Assistant Directors	D
64.	Training of Staff	L
65.	Trunk Call and Telegram Register ..	L

APPENDIX X

THE ETYMOLOGY AND CONNOTATION OF THE WORDS "*ARCHIVES*" AND "*RECORDS*"

The English word *Archive* which is a noun (plural : *Archives*), means document. Usually the plural is used. *Archives* means documents or records relating to the administration, history, activities, rights, claims, treaties, events, constitutions, *etc.*, of a nation, government, community, society, social group, association, religious group or denomination, dynasty, family, corporation, company, firm, bank, individual or historical figure, *etc.*

Archives also means a place, building, edifice or store-house where such documents and records are stored, maintained and/or managed. (cf., *The Random House Dictionary of the English Language,* 1969, Random House, Inc., New York, N.Y., U.S.A.).

Archive according to the *Chambers Twentieth Century Dictionary,* (1976 edition, W. & R. Chambers, Edinburgh, Scotland), in plural (*i.e., archives*) means a repository of public records, or a repository of records and monuments generally; public records; rarely in singular it means a document or even a monument.

Archives means: a place in which public or historical records, charters and documents are stored and preserved; public records; adjective : *archival,* noun : *archivist,* which means; a keeper of archives and records. (cf., *The Dictionary of the English Language,* 1959, William Collins Sons & Co., Ltd.).

Archival is the adjective and it means : of or pertaining to archives *Archivist* is the noun. It means a keeper of archives, documents and records.

Archivalize (also *archivalise*) means to consign a record or document to the archives.

It is useful to go into the etymon of the word *Archive.* The etymological roots of the English word *archive* which can be traced to Greek and Low Latin are as follows:—

Archeion (Greek) : town-hall, magisterial residence; *arche* : beginning, rule, power, government (*arche*— , government, rule + *-ion,* suffix of place).

Arche means and denotes (*i*) origin, first cause, beginning; (*ii*) prime of place, first place, empire, realm, sovereignty; and, (*iii*) office, magistracy, court-house of a magistrate. It is the root of the Greek word *Archeion* from which is derived the Greek word *Archaios* meaning old, ancient, *etc.* From the first set of meanings is derived the word

archaios, from which we have derivatives such as *archaic, archaeology, etc.* From the second set is derived *architekton* (chief builder) from the root of which word we get English words like *architect, archbishop, archdeacon, archduke, architrave, etc.*

From the Greek *Archeion* was derived the Latin *Archivum* (also *Archivium* in Late Latin) from which is descended the French words, *l'archief* (Old French), and the more ubiquitous *l'archive* (feminine, singular) and later the more common form, the collective *les archives.*

In Low Latin and Late Latin, the words *archivum* and *archium* mean the same as the Greek *archeion.* (The word *Archive* in English is descended from the Late Latin : *Archi (v) (um),* which in turn is derived from the Greek : *archeion*). Derivative variations of the Greek and the Latin etymons are to be found in English, Spanish, Portuguese, Italian, Danish, Swedish, Norwegian, Finnish, German, Dutch, Bulgarian, Polish, Flemish, Turkish, Russian, Rumanian, Czech, Serbo-Croatian, Slovak, and most other European languages, as equivalents of the word "Archives". But the Hungarian word for *Archives, viz., leveltar* has a different root. The French word for *Archives* is "*L' Archives*". The Spanish word is "*Archivos*". The Portuguese equivalent is "*Arquivo*".

The word *Archivology* is a very new word born recently in the English, French and Spanish languages around 1975, and has been put into use by the Conseil International des Archives, Paris, only recently. In this connection, reference is invited to Vol. XXV of "*ARCHIVUM, The International Review on Archives/Revue International des Archives*", the English and French bi-lingual official organ of the Conseil International des Archives, Paris, where the brand new English word "Archivology" is included in the Summary Subject Index (cf., page 227, *ibid*). However, this word *archivology,* is not as yet included in any of the standard dictionaries in English, French and Spanish.

The word *Archivology* is also not as yet in general use in the United States, Canada, Australia, Newzealand, South Africa, Western Europe and India.

Archivology means the theory and practice of archival science, archives-keeping and records management. It also includes within its ambit the science of archival preservation, the archival aspects of documentation science, and also the archival work of documentationists and documentalists. Documentation as a science is allied to archival science and implies a classification system for documents (including records) and is allied to Library Science which includes the collection, recording and dissemination of specialized knowledge. Archival science, archival documentation and archival classification are reckoned to be parts of documentation science and specialized library classification systems. Archival institutions and archives are included in the category of special libraries and special library services in terms of Library Science and Documentation Science.

The English word "*Record*" is derived from the Latin *recordari* which means "to be mindful of". *Recordari* itself is derived from the Latin root *cor*-(=heart), the only relationship between the mind and the heart in the etymons of classical Indo-European languages being that at one time, when the science of Anatomy was in its embryonic stage, the heart was believed to be the seat of one's memory and one's feelings. The *Oxford English Dictionary* (from its 1933 edition onwards) gives a number of definitions of *records* most of which emphasize that a record is something generally committed to writing in order to preserve the memory of a fact, an event or a series of events.

According to the *Chambers Twentieth Century Dictionary, record* (verb transitive) means to get by heart (obsolete meaning), to repeat from memory (Spenserian); to narrate; set forth (archaic meaning); to set down in writing or other permanent form. The meaning of the noun *record* is given, *inter alia,* as a register; a formal writing of any fact or proceeding; a book of such writings : past history, *etc.* The roots or etymons of the word *record* are given as : Old French : *recorder*—Latin *Recordari,* to call to mind, get by heart—*cor, cordis,* the heart.

In Sanskrit, *Abhilekham* means *archive, archives, records.* And *Abhilekhagaram* is an archival repository or archives where documents are stored. *Patram* in Sanskrit means letter, document, record. Most of the modern Indo-Aryan languages of India which are derived from Sanskrit have adopted the words *Abhilekhagar* and *Patragar* as the word for *archives.* The National Archives of India is known as *Bharat ka Rashtriya Abhilekhagar* in Hindi. In line with this, most official agencies in charge of compilation of official glossaries of legal, parliamentary and administrative terms for Indian languages in the States and Union Territories of the Indian Union have of late adopted variations of the Hindi *Abhilekhagar* (which is derived from the Sanskrit *Abhilekham,* archive, document, record, and *Abhilekhagaram,* archives) as equivalents for *archives* in the various Indian languages. In Telugu, the equivalent for *archives* is *Abhilekhagaramu* and that for *record, archive,* is *Abhilekhamu* and *Patramu.* The variation *Patragaramu* is also used in Telugu for *Archives,* but officially *Abhilekhagaramu* is in vogue in Telugu.

Purnendu Basu says in one of his articles that Archives are all essentially Records, and further asks, "But are all records archives?" In English, *Archives* generally denotes only non-current records of lasting or permanent interest which are transferred to an archives or central repository, but are segregated from current records. In the Romanic languages there is no differentiation between archives in the old English sense and current records. Eugenio Casanova, the well-known Italian archivist, who is one of the founding pioneers and dynasts of Archival Science, distinguishes between the two meanings, and speaks in Italian of two categories of documents, *viz., archivio corrente* and *archivio di*

deposite, the former meaning current records, and the second meaning archives in the classical sense. .

The Librarian's Glossary and Reference Book, compiled by Leonard Montague Harrod [A Grafton Book, published by Andre Deutsch, 4th (Revised) Edition, 1977] is a standard book on Library Science and Documentation. The following are the entries on "*Archives*" and "*Archivist*" in the aforesaid book (page 70 *ibid*):—

> "*ARCHIVES.* 1. Public records or historical documents kept in a recognised repository. 2. Documents which formed part of an official transaction and were preserved for official reference; these include documents specially made for, and those included in, an official transaction (Jenkinson). 3. The repository itself. 4. Colloquially a collection of old books or documents. 5. Written documents, or annexures to them, compiled for the purposes of, or used during, a public or private business transaction of which they themselves form a part; and which are preserved by the persons concerned with the transaction, or their successors, in their own custody for their own use. Similarly, any records of the activities of societies or groups. 6. A collection of original records assembled in the course of the normal activities of a person or persons, or of a public or private organization; or such records from a number of different sources, and kept together to ensure their preservation. 7. In 1973 the publication of the only national, or international, standards on the care of archive material was begun by the British Standard Institution which issued Part 1 *Treatment of sheets, membranes and seals of BS* 4971 : *Recommendations for repair and allied processes for the conservation of documents.* Part 2 will deal more specifically with the make-up and binding of archival documents. A separate standard is being prepared for the storage and exhibition of such documents. Part I deals with the destruction by micro-biological and insect infestation, mechanical and liquid cleaning, de-acidification, repair and joining, lamination and various other processes. In January, 1974, the Association of College and Research Libraries approved Statements on (2) Access to Original Research Materials in Libraries, Archives and Manuscript Repositories, and (6) The Reproduction of Manuscripts and Archives for non-commercial purposes. *See also* International Council of Archives, Records.

> "*ARCHIVIST*. A person who has the care of Archives, and also makes them available under proper safeguards to historians and researchers".

On page 689 of *The Librarian's Glossary and Reference Book,* the definitions of the words "*Record*", "*Record Office*", "*Records*" and "*Records Centre*" are given which are reproduced below:—

"*Record*: A document preserving an account of fact in permanent form, irrespective of media or characteristics, (2) The data relating to a document on which a catalogue or other entry is based, (3) (*Information retrieval*) To preserve information in writing, typescript, or coded form, (4) A unit of information preserved in writing, typescript or coded form. A set of data elements forming a unit. Records are combined to form files, (5) In automatic data processing, a collection of related items of data, which for purpose of operating systems, is treated as representing a unit of information.

"*Record Office*: An office in which contemporary official records concerning local government and also earlier records of all kinds relating to the respective area which have been obtained by purchase, gift, or on deposit, are preserved and made available to persons desiring to consult them.

"See also County Record Office.

"*Records*: All recorded information setting out facts or events, irrespective of media, characteristics or origin, which is maintained by an institution or organisation in the transaction of its normal business or in pursuance of its legal obligations. Also referred to as "Documents". See also *Archives*.

"*Records Centre*: An institution or building providing accommodation for the inexpensive but efficient storage and further processing of records which are no longer frequently used but which must be preserved, and for the provision of a reference service."

The Micropaedia volume of *The New Encyclopaedia Brittanica* (1977 edition) (page 491, *ibid*) defines "archives" as follows:—

"*Archives*—repository in which public or institutional records, historic documents, and other materials are systematically preserved."

The Oxford Dictionary of English Etymology (edited by C.T. Onions, Oxford, 1966) defines "Archives" as follows:—

"*archives* (rarely singular)—repository of public records; the records themselves. F. *archives—L. archiva, archia. Gr. arkheia* magisterial residence, public office, n. pl. of adj. *arkheios* governmental, f. *arkhe,* government. So : archivist."

The Oxford Advanced Learners' Dictionary of Current English, New Edition (edited by A.S. Hornby), Oxford University Press, 1978, defines "archives" as follows:—

"*archives*—(place for keeping) public or governmental records; other historical records. *archivist,* n., person in charge of (archives)".

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"Perhaps it doesn't understand English," thought Alice; "I daresay it's a French mouse, come over with William the Conqueror". (For, with all her knowledge of history, Alice had no very clear notion how long ago anything had happened.) So she began again : "Ou est ma chatte?" which was the first sentence in her French lesson—book. The Mouse gave a sudden leap out of the water, and seemed to quiver all over with fright. "Oh I beg your pardon!" cried Alice hastily, afraid that she had hurt the poor animal's feelings. "I quite forgot you didn't like cats."

—LEWIS CARROLL [1832-1898], in
"Alice's Adventures in Wonderland."

JABBERWOCKY

'twas brillig, and the slithy toves
Did gyre and gimble in the wabe;
All mimsy were the borogoves,
And the mome raths outgrabe.

—LEWIS CARROLL, in *"Through the Looking Glass and what Alice found there."*

Full many a gem of purest ray serene
The dark unfathom'd caves of ocean bear;
Full many a flower is born to blush unseen,
And waste its sweetness on the desert air.

—THOMAS GRAY (1716-1771) in *"Elegy written in a Country Churchyard".*

What was the meaning of the queer words in the famous Jabberwocky poem quoted above from Lewis Carroll's immortal work? Alice could not get the import of any of the words till the redoubtable Humpty Dumpty graciously explained to her a couple of chapters later the connotation and import of each one of the words. The Jabberwocky poem in a manner of speaking is not nonsense verse. It is of great import and is of basic meaning to archivists and their clients, *viz.*, the historiographers, the historians and the researchers, the world over.

In more than one sense the predicament of little Alice in her wonderland world is the predicament and the problem of so many persons who consult archives and documents today which have no catalogues or reference media. Added to this is ignorance,—partial or total,—of classical languages, archival languages and archival scripts.@

@The author has had occasion to observe on the basis of an empirical study in 1978-79 that most historians and research scholars visiting the Andhra Pradesh and Tamil Nadu Archives depend mainly on secondary sources and printed works in English for their research. Many history professors who have even reached the level of seniority of being Members of the I.H.R.C. have not published a single book, let alone recognized works, of original research. (Most of them have, of course, published a few articles.) Most of these historians in India today also do not know archival languages and scripts and depend on others for getting selections from archives translated. Very few of these persons appear to be regularly consulting primary archival sources for their historical research and writings. The ratio of utilization of material in the archives to the volume of published historical works appears to be decreasing.

Many of these languages are dead or dying. Proficiency in these languages is on the decline. Most of the scripts are in disuse or not in current use. A classical or an archival language sounds like gibberish to the untrained mind of the ignorant user of records. Added to this is the problem of archival and scriptorial synchysis, and the unusual verbosity of many of the scribes or writers who have recorded the archival documents. Alice was fortunate to have an helpful Humpty Dumpty ready at hand to explain the connotation of the wierd words. But the research scholar or the Government functionary of today's drab real-life world who consults archives which have no reference media or explanatory glossaries and dictionaries is not that lucky. There is no erudite Humpty Dumpty to explain what a document in an archaic script means or what each such archival collection or bunch encompasses or contains. One is tempted to christen this as the Jabberwocky-Humpty Dumpty syndrome in the world of Archives Management today where things are not as simplistic as in the wonderland, looking-glass world of little Alice. The real life world is indeed more goofy than Alice's!

Much has been written on the need for archives to have check lists, catalogues and reference media.@ But in most archives in India today, lack of cataloguing, finding aids and reference media for quick referencing remains a perennial problem staring the archivist and the archives-user in the face. The Andhra Pradesh Archives is no exception, and it has been trying to solve this problem. A systems approach is necessary to tackle this problem. With the volume of paper work growing in an unabated manner, archives and documents are also growing at a gargantuan pace, in the present epoch of a veritable Documents Explosion, and the problem of archival indexing and cataloguing is going to assume menacing dimensions in the nineteen-eighties and nineteen-nineties. This problem is compounded by the fact that there is as yet no dynamic archival retirement system. There is as yet no effective scientific weeding-programming to weed out records of ephemeral value. There are many priceless documents and records in various archives which because of absence of indexing and cataloguing are inaccessible to the researcher, and are very much like the flower born to blush unseen in Gray's Elegy. Though several volumes of scholarly treatises and tomes have been written on the theory and practice of archival administration and records management, no one really has effectively devised effective cataloguing, indexial programming, archive-synoptical documentation, and time-bound scheduling of

@Every year, in that hardy annual, the Indian Historical Records Commission's session, this matter of cataloguing of archives is debated. Huge sums are spent every year on I.H.R.C. sessions by the National Archives of India,—a part of which money could perhaps be usefully diverted to archival development. In these sessions of the I.H.R.C., besides participating in tourist excursions, availing of lavish official hospitality, and reading historical papers and tracts (some of which are hastily written and are of pedestrian quality, elderly historians and professors have interminably debated on the need to have better archival cataloguing and indexing. Not much seems to have come out of these scholarly deliberations.

archive retirement, record weeding, and destruction of records. While the problem of uncharted and disorganized archive collections is of fair proportions at the National and State levels, it is of staggering proportions at the regional, district, local, taluk, village and municipal levels. As alluded to earlier, another feature of today's position is that while huge collections of valuable archival records are lying uncared for in heaps and are wasting away, stacks of worthless records which should have been weeded out long ago are occupying valuable space on shelves in stack areas and repositories. This is because there are no proper archival appraisal and weeding systems.

It is the endeavour of the State to ensure effective archival cataloguing, indexing, preservation and archive weeding-planning in India and in Andhra Pradesh State today. This constitutes the basic challenge of the archival world today—the Archivum world, the Archeion-universe. This is the challenge which has to be effectively met, at least partially, by the archivist, the administrator, the documentationist and the keeper of the records, if the needs of their clients, the historiographers, the Government functionaries and the researchers, are to be fulfilled at least partially. All this calls for synergetic time-bound schemes of programmatic action by the administrator, the documentalist, and the archivist. This then is the Archival Challenge of the 1980's and 1990's, which has applicability not only to India but has universal import,—irrespective of clime, continent, level, time and place. This then is the position in the world of Archives, as we approach the advent of the twenty-first century of the Christian era. *Cela va sans dire. Finis coronat opus.*

—MALLAVARAPU VENKATA SIVA
PRASADA RAU, I.A.S.

Dated the 15th September, 1979,
"Shanti Niketan" (Annexe),
6-3-900/4, Raj Bhavan Road,
Somajiguda,
Hyderabad—500 482, India.

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CHRONOLOGY

(The Chronology of Mediaeval and Modern South and Central Indian History including dynastic/genealogical time-periods).

The oldest of the ancient documents and archives in the possession of the Andhra Pradesh State Archives of Hyderabad date back to the times of the Bahmani Empire and the Qutb Shahi, Adil Shahi, Barid Shahi and other successor States of the Bahmanis, which were formed and/or consolidated after the fall of Kalimullah Bahmani (1526-1538), the last Bahmani sovereign. (Kalimullah's Prime Minister, Amir Barid became independent and founded the Barid Shahi dynasty, the territories of which embraced the western tip of the present day Hyderabad Rural District and the western portions of Medak District).

Though there are not more than perhaps 500 papers/ documents which are in the possession of the Andhra Pradesh State Archives and which pertain to the Bahmanis and the five Deccan Sultanates, it has been observed in the course of the intensive surveys of our Research Assistants in the rural areas for the National Register of Private Records and the work of the RHRSC, that there exist in the archival hinterland of the Andhra Pradesh State Archives, and that there are extant in private collections of various princely families and with noblemen and *Zamindars, Samasthanams, etc.*, in Andhra Pradesh various documents, palm leaf and paper manuscripts, and archives, which pertain to the period of the Vijayanagara Empire, the Bahmani Kingdom and the Deccan Sultanates and other mediaeval kingdoms. Several foreign scholars, professors and researchers who regularly visit the Andhra Pradesh State Archives and its regional offices in the course of research in history, archaelogy, epigraphy, numismatics, chronology, *etc.*, also are not very well acquainted with dates in mediaeval Indian history, and are not *au fait* with Indian chronology. Hence a few tables giving dynastic/genealogical dates of mediaeval Indian powers and kingdoms, *etc.*, are appended below for purposes of comparative study and for ready reference, so that archives, papers, documents, *etc.*, can be properly placed in one's mind in precise chronological terms.

There are a number of archives of the *Daftar-i-Diwani*, the *Daftar-i-Darul-Insha*, the *Daftar-i-Peshkari*, the *Peshi Mubarak*, the Executive Council (*Bab-i-Hukumat*), *etc.*, which deal with extensive correspondence between the Nizams of Hyderabad on the one hand and Governors-General of British India, the British Residents in Hyderabad, the *Peshwas, etc.*, on the other. Hence it was felt that a list of Governors-General, Residents, *Peshwas, etc.*, would be useful for comparative Chronological checking-up of mutually contemporaneous tenures and dates. Similarly, some tables giving the dates of reigns of sovereigns of the Vijayanagara Empire and the rulers of the Bahmani Kingdom and the Deccan Sultanates, and also a master table (or Chronological tabular compilation) giving important dates in Central Indian and South Indian history (after 1000 A.D.) have been included in this book as it was felt by

members of the RHRSC that these are of utility to scholars and historians who are working on manuscripts, Kaifiyats, books and records in the Research and Reference Division of the Andhra Pradesh State Archives:–

I. THE EMPERORS OF THE VIJAYANAGARA EMPIRE

(*I*) *The Sangama dynasty* (1336–1485)

1.	Harihara I	..	1336–1354–5
2.	Bukka I	..	1354–5–1377
3.	Harihara II		1377–1404
4.	Virupaksha I & Bukka II	..	1404–1406
5.	Devaraya I	..	1406–1422
6.	Vijaya I	..	1422–1425
7.	Devaraya II	..	1425–1446–7
8.	Mallikarjuna	..	1446–7–1465
9.	Virupaksha II	..	1465–1485

(*II*) *The Saluva dynasty* (1485–1506)

10.	Saluva Narasimha	..	1485–1490
11.	Immadi Narasimha		1490–1506

(*III*) *The Tuluva dynasty* (1506–1570)

12.	Vira Narasimha	..	(upto 1509)
13.	Sri Krishnadevaraya	..	1509–1530
14.	Achyutadevaraya	..	1530–1542
15.	Venkata I	..	1542
16.	Sadasiva	..	1542–1570

(*IV*) *The Aravidu dynasty* (1570–1664)

17.	Tirumala	..	1570–1572
18.	Sriranga I	..	1572–1584
19.	Venkata II	..	1584–1614
20.	Sriranga II	..	1614

21. Ramadeva	..	1617–1630
22. Venkata III	..	1630–1642
23. Sriranga III	..	1642–1664

II. THE KONDAVEEDU REDDI DYNASTY

1. Prolaya Vema	..	1325–1353
2. Anavota	..	1354–1364
3. Anavema	..	1364–1386
4. Kumaragiri Reddi	..	1386–1404
5. Peda-Komati Vema	..	1402–1420
6. Racha Vema Reddi	..	1420–1424

III. THE BAHMANI (BAHAMANI) KINGS OF GULBARGA AND BIDAR†

(Dates as in Grant's *Chronology of India*)

1. Allauddin Bahman Shah@	..	1347–1358
2. Muhammad Shah Bahmani I (Muhammad I)		1358–1375
3. Allauddin Mujahid	..	1375–1378
4. Dawud Shah I (Dawud I)	..	1378
5. Muhammad Shah Bahmani II (Muhammad II)		1378–1397
6. Ghiyasuddin Tahamtan	..	1397
7. Shamsuddin Dawud II (Dawud II)	..	1397
8. Tajuddin Firoz *or* Firoz Shah Bahmani	..	1397–1422
9. Shihabuddin Ahmad I (Ahmad I)	..	1422–1436
10. Allauddin Ahmad II (Ahmad II)	..	1436–1458
11. Allauddin Humayun	..	1458–1461
12. Nizamuddin Ahmad III (Ahmad III)	..	1461–1463

@Before his rise to power, Allauddin Bahman Shah was known as Allauddin Hassan Gangu Bahmani,—*Bahmani* perhaps being a corrupt form of *Brahmani*. His well-wisher, preceptor and *Guru* is said to have been one Gangu Brahmana. (Hence, perhaps, the nomenclature "Bahmani" adopted by Allauddin Bahman Shah).

†In 1429, Ahmad I difted the Bahmani capital from Gulbarga to Bidar.

13.	Shamsuddin Muhammad Shah Bahmani III (Muhammad III) ..	1463–1482
14.	Shihabuddin Mahmud Shah Bahmani ..	1482–1518
15.	Ahmad Shah Bahmani IV (Ahmad IV) ..	1518–1520
16.	Allauddin Shah Bahmani ..	1520–1523
17.	Waliullah Shah Bahmani ..	1523–1526
18.	Kalimullah Shah Bahmani ..	1526–1538

(Kalimullah's reign nominally extends from 1525 to 1538, though for all practical purposes his Prime Minister, Amir Barid had become an independent king after 1530 even controlling the person of the Bahmani sovereign. There is another theory that Kalimullah died in 1527).

IV. THE CHRONOLOGY OF THE FIVE DECCAN SULTANATES

(*The Bhamani Kingdom's Successor States*).

1.	The Imad Shahi kingdom of Berar, with capital at Ellichpur ..	1484 to 1568 A.D.
2.	The Adil Shahi kingdom of Bijapur ..	1489 to 1660 A.D.
3.	The Nizam Shahi kingdom of Ahmednagar	1490 to 1607 A.D.
4.	The Barid Shahi kingdom of Bidar ..	1492 to 1609 A.D.
5.	The Qutb Shahi kingdom of Golconda ..	1512 to 1687

V. LIST OF THE IMAD SHAHI KINGS OF BERAR

(*giving dates of accession*)

1.	Fathullah Imad Shah ..	1485 A.D.
2.	Allauddin ..	1504 A.D.
3.	Dariya ..	1529 A.D.
4.	Burhan ..	1560 A.D.
5.	Tutal (the Usurper) ..	1568 A.D.

VI. LIST OF THE ADIL SHAHI KINGS OF BIJAPUR

(*giving dates of accession*)

1.	Yusuf Adil Khan ..	1490 A.D.
2.	Ismail Adil Khan ..	1510 A.D.

3. Mallu Adil Khan	..	1534 A.D.
4. Ibrahim Adil Shah I,	..	1535 A.D.
5. Adil Ali Shah I ..	..	1558 A.D.
6. Ibrahim Adil Shah II	..	1580 A.D.
7. Muhammad Adil Shah	..	1627 A.D.
8. Ali Adil Shah II	..	1656 A.D.
9. Sikander Adil Shah	..	1672–1686 A.D.

VII. LIST OF THE BARID SHAHI KINGS OF BIDAR

1. Qasim Barid I (Qasim Barid-ul-Mamalik) (Prime Minister of the Bahmani Kingdom)		1491 to 1504
2. Amir Barid I (Amir Ali Barid) (Prime Minister of the Bahmani Kingdom)		1504 to 1538
3. Ali Barid Shah	..	1538 to 1582
4. Ibrahim Barid Shah		1582 to 1589
5. Qasim Barid II	..	1589 to 1592
6. Mirza Ali	..	1592 to 1607
7. Amir Barid (Shah) II	..	1607 to 1609

VIII. LIST OF THE NIZAM SHAHI KINGS OF AHMEDNAGAR

1. Ahmad Nizam Shah Bahri*	..	1496–1510
2. Burhan Nizam Shah I	..	1510 to 1553
3. Hussain Nizam Shah I	..	1553 to 1565
4. Murtaza I		1565 to 1588
5. Miran Hussain (Hussain II)	..	1588 to 1589
6. Ismail	..	1589 to 1591
7. Burhan II	..	1591 to 1595
8. Ibrahim	..	1595

*Ahmad Nizam Shah Bahri, was the son of Timma Bhat, a Brahmana who became Malik Hasan Nizam-ul-Mulk Bahri on conversion to Islam, and was made *Sarlashkar* of Telangana by the Bahmani King in 1471 A.D.

9. Ahmad II	..	1595
10. Bahadur	.. ..	1595 to 1600
11. Murtaza II	.. .. ..	1600 to 1610
12. Burhan Nizam Shah III	..	1610 to 1631
13. Hussain Nizam Shah III	.	1631 to 1633

IX. LIST OF THE QUTB (QUTUB) SHAHI KINGS OF GOLKONDA

1. Sultan-Quli Qutb-ul-Mulk*	..	1512 to 1543
2. Yar-Quli Jamshed		1543 to 1550
3. Subhan	..	1550
4. Ibrahim Qutb Shah	..	1550 to 1580
5. Muhammad-Quli Qutb Shah	..	1580 to 1611
6. Muhammad Qutb Shah	.	1611 to 1626
7. Abdulla Qutb Shah	..	1626 to 1672
8. Abul Hasan Qutb Shah	..	1672 to 1687

X. THE MUGHAL EMPERORS OF INDIA, OF THE IMPERIAL TIMURID DYNASTY (FROM AKBAR TO BAHADUR SHAH II)**

1. Akbar	..	1556–1605
2. Jahangir	.. ..	1605–1627
3. Shah Jahan†	.. ..	1627–1658
4. Aurangzeb (Alamgir I)	..	1658–1707
5. Shah Alam I (Bahadur Shah I)	..	1707–1712
6. Jahandar Shah	..	1712–1713
7. Farrukhsiyar	.. ..	1713–1719

* Though powerful, Sultan-Quli Qutb-ul-Mulk never declared his independence formally but was loyal to the weak Bahmani king till his death. He never styled himself as "Qutb Shah".

** These Mughal emperors of India have a bearing on the history of the Deccan and Andhra Pradesh.

† Shah Jahan died in 1666. Please see foot-note on pg. 27, supra.

8.	Rafi-ud-Darajat **	1719
9.	Nekusiyar ** ..	1719
10.	Rafi-ud-Daula (Shah Jahan II) ** ..	1719
11.	Muhammad Ibrahim **	1720
12.	Muhammad Shah ..	1719–1748
13.	Ahmad Shah	1748–1754
14.	Azizuddin (Alamgir II) ..	1754–1759
15.	Shah Jahan III** ..	1759
16.	Mirza Abdullah Ali Gohar (Shah Alam II)	1759–1806
17.	Bedar Bhakt ** ..	1788
18.	Akbar Shah II ..	1806–1837
19.	Bahadur Shah II	1837–1858

XI. MUGHAL VICEROYS OF THE DECCAN

1.	Nusrat Jung	1644–1645
2.	Mirza Raja Jai Singh ..	1645
3.	Islam Khan ..	1645–1647
4.	Shah Nawaz Khan ..	1647–1648
5.	Prince Murad Baksh ..	1648
6.	Shayista Khan ..	1648–1652
7.	Prince Aurangzeb ..	1653–1658
8.	Prince Muazzam ..	1658
9.	Shayista Khan ..	1658–1663
10.	Prince Muazzam ..	1663–1665
11.	Mirza Raja Jai Singh ..	1665–1667
12.	Prince Muazzam	1667–1672

** Mughal Princes of the House of Timur whose names are marked with two asterisks (**) were only proclaimed as Emperors but cannot be said to have actually ruled as such.

13.	Khan Jahan Bahadur ..	1672–1677
14.	Prince Muazzam ..	1677–1679
15.	Khan Jahan Bahadur ..	1679–1682
16.	Prince Muazzam ..	1682–1684
17.	Khan Jahan Bahadur ..	1684–1705
18.	Prince Bedar Bakht ..	1705–1707
19.	Dawud Khan Panni ..	1707–1713
20.	Nizam-ul-Mulk Bahadur Fath Jung ..	1713–1714
21.	Husain Ali Khan ..	1714–1719
22.	Alam Ali Khan ..	1719–1720
23.	Nizam-ul-Mulk Bahadur Fath Jung ..	1720

XII. THE NIZAMS OF HYDERABAD

1.	Nawab Mir Qamaruddin Chin Qilich Khan, Nizam-ul-Mulk, Asaf Jah I (Subahdar of the Deccan) ..	1724–1748
2.	Nawab Mir Ahmed Khan, Nasir Jung, the Martyr ..	1748–1750
3.	Nawab Hidayat Mohiuddin Khan, Muzaffar Jung	1750–1751
4.	Nawab Sayyid Muhammad Khan, Salabat Jung ..	1751–1762
5.	Nizam-ul-Mulk, Nawab Mir Nizam Ali Khan, Asaf Jah II ..	1762–1803
6.	Nawab Mir Akbar Ali Khan, Sikandar Jah, Asaf Jah III ..	1803–1829
7.	Nawab Mir Farkhunda Ali Khan, Nasir-ud-Daula, Asaf Jah IV ..	1829–1857
8.	Nawab Mir Tahniyat Ali Khan, Sir Afzal-ud-Daula, Asaf Jah V ..	1857–1869
9.	Nawab Sir Mir Mahbub Ali Khan, Asaf Jah VI ..	1869–1911
10.	Nawab Sir Mir Osman Ali Khan, Asaf Jah VII ..	1911–1948

XIII. THE BRITISH RESIDENTS OF HYDERABAD

1.	John Holland, the first British Envoy to the Court of the Nizam	16th April, 1779
2.	John Grant ..	1780–1784
3.	R. Johnson ..	1784–1787
4.	Captain Sir John Kennaway (Dilawar Jung Bahadur)*	1788–1794
5.	Captain William A. Kirkpatrick ..	1794–1797
6.	Captain John Achilles Kirkpatrick (Hashmat Jung) *	1798–1805
7.	H. Russell (later Sir Henry Russell) ..	1805–1806
8.	Captain Thomas Sydenham ..	1806–1810
9.	Lieutenant C. Russell ..	1810–1811
10.	Sir Henry Russell (Sabit Jung)* ..	1811–1820
11.	Sir Charles Metcalfe (Sawlat Jung, Muntazim-ud-daula, Mukhtar-ul-Mulk)* ..	1820–1825
12.	Captain H.C. Barrett ..	Aug. to Sept. 1825
13.	W. B. Martin B.C.S. ..	1825–1830
14.	E. C. Ravenshaw	Aug. to Nov. 1830
15.	Colonel J. Stewart	1830–1838
16.	Major J. C. Cameron	Jan. to June 1838
17.	Brigadier J. Waheb, C.B.	June to July 1838
18.	Major T. Tomkyns	July to Sept. 1838
19.	General James Stuart Fraser ..	1838–1852
20.	Major Davidson ..	1852–1853
21.	General John Low, C.B.	March to Sept. 1853
22.	Major R. Davidson	Sept. to Nov. 1853
23.	George Alexander Bushby ..	1853–1856
24.	Captain A.R. Thornhill ..	1856–1857
25.	Colonel R. Cuthbert Davidson, C.B. ..	1857–1862

* These were titles bestowed on the Residents by the Nizams.

26. Sir George Yule, C.B, K.C.S.I. .. 1863–1867

27. Sir Richard Temple, K.C.S.I. .. 1867–1868

28. J.G. Cordery, I.C.S. Jan. to March. 1868

29. Arthur Austin Roberts, C.B., C.S.I., I.C.S. March to May 1868

30. J. G. Cordery, I.C.S. May to June 1868

31. C. B. Saunders, C.B. .. 1868–1872

32. Colonel P.S. Lumsden, C.S.I. (later Sir Peter Lumsden) July 1872 to Dec. 1872

33. C. B. Saunders .. 1872–1875

34. Sir Richard Meade, K.C.S.I. .. 1875–1881

35. Sir Stuart Colvin Bayley, K.C.S.I. .. 1881–1882

36. Major G.H. Trevor .. June 1882

37. W.B. Jones, I.C.S. .. 1882–1883

38. J. G. Cordery, C.S.I., I.C.S. .. 1883–1884

39. Sir Oliver St. John, K.C.S.I. .. 1884–1886

40. Colonel E. C. Ross, C.S.I. April to Oct. 1886

41. J. G. Cordery, I.C.S. Oct. 1886

42. D. Robertson .. 1887–1888

43. A. P. Howell, M.C.S. .. 1888–1889

44. Sir Dennis Fitzpatrick, K.C.S.I. Aug. to Nov. 1889

45. Sir Trevor Plowden, K.C.S.I. .. 1891–1899

46. Colonel Mackenzie .. 1899

47. Sir Trevor Plowden, K.C.S.I. .. 1899–1900

48. Colonel William David Barr (later Sir David Barr, K.C.S.I.) .. 1900–1905

49. Sir Charles Bayley, K.C.S.I. .. 1905–1908

50. Sir Michael O' Dwyer, K.C.S.I. .. 1908–1911

51. Lieutenant Colonel Sir Alexander Pinhey, K.C.S.I. 1911–1914

52. S.M. Fraser, C.S.I., C.I.E. (later Sir Stuart Fraser) April 1914

53.	Sir Alexander Pinhey ..	1914–1916
54.	Sir Stuart Fraser, K.C.S.I. ..	1916–1919
55.	C.L.S. Russell, I.C.S. (later Sir Charles Russell, KCSI, I.C.S.)	1919–1922
56.	Lieutenant Colonel Stuart George Knox, C.I.E.	1922
57.	Sir Charles Lennox Russell, K.C.S.I., I.C.S. ..	1922–192 5
58.	Sir William P. Barton, KCIE, C.S.I., I.C.S. ..	1925–1928
59.	L. M. Crumpp, CIE, ICS. (*Leave Vacancy*) ..	1925

XIV. THE PRIME MINISTERS* OF THE HYDERABAD STATE†

1.	Diyanat Khan ..	1724–1736
2.	Anwar-Ullah Khan ..	1736–1742
3.	Khudabanda Khan ..	1742–1748
4.	Shah Nawaz Khan (Mir Abdur-Razzaq) ..	1748–1750
5.	Ram Das (*alias* Raghunath Das) ..	1750–1752
6.	Syed Lashkar Khan ..	1752–1755
7.	Shah Nawaz Khan Shams-ud-Dowla *re-appointed*	1755–1758
8.	Nawab Basalat Jung ..	1758–1760
9.	Vithal Sundar (*alias* Raja Pratabwant) ..	1761–1763
10.	Syed Lashkar Khan *reappointed* under the name of Nawab Ruknud-Dowla ..	1765–1775
11.	Nawab Shams-ul-Mulk and Nawab Vikar-ud-Dowla ..	1775–1778
12.	Nawab Azim-ul-Umra Arastu Jah ..	1778–1795
13.	Sham Raj Raja Rai Rayan ..	1795–1797

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*The Prime Minister of Hyderabad was known as the *Madar-ul-Maham* from 1724 to 1914 A. D.

†*Source:—Pictorial Hyderabad* (*Volume I*), by K. Krishnaswamy Mudiraj, Chandrakant Press, Hyderabad: 1929.

14.	Nawab Arastu Jah ..	1797–1804
15.	Mir Alam (Syed Abul Qasim) ..	1804–1808
16.	Nawab Munir-ul-Mulk ..	1809–1832
17.	Maharaja Chandulal ..	1832–1842
18.	Raja Ram Buksh ..	1843–1846
19.	Nawab Siraj-ul-Mulk ..	1846–1848
20.	Saif Jung (son of Amjad-ul-Mulk)	Nov. to. Dec. 1848
21.	Nawab Shams-ul-Umra	Jan. to May 1849
22.	Raja Ram Buksh ..	1849–1851
23.	Raja Ganesh Rao	April to June 1851
24.	Nawab Siraj-ul-Mulk ..	1851–1853
25.	Nawab Mir Turab Ali Khan, Sir Salar Jung I "the Great", D.C.L. (Oxon) G.C.S.I. ..	1853–1883
26.	Council of Regency with Sir Salar Jung II as its Secretary ..	1883–1884
27.	Nawab Mir Laiq Ali Khan, Sir Salar Jung II ..	1884–1887
28.	Sir Asman Jah ..	1887–1894
29.	Sir Vikar-ul-Umra, K.C.I.E. ..	1894–1900
30.	Rajayan-i-Raja Maharaja Sir Kishen Pershad Bahadur, K.C.I.E., G.C.I.E. *Yamin-us-Saltanat* ..	1901–1912
31.	Nawab Mir Yusuf Ali Khan, Salar Jung III ..	1912–1914
32.	His Exalted Highness the Nizam, Nawab Sir Mir Osman Ali Khan's direct administration ..	1914–1919
33.	Council of State (Executive Council) with Sir Syed Ali Imam, K.C.I.E. as president (*Sadr-i-Azam*) ..	1919–1922
34.	Nawab Sir Faridoon Mulk Bahadur, K.C.I.E., C.S.I., C.B.E.	Sept. 1922–1925
35.	Nawab Wali-ud-Daula ..	1923–1925
36.	Maharaja Sir Kishen Pershad Bahadur, the President of the Executive Council ..	1926–1937

XV. THE [IMPERIAL MARATHA] BHONSALE DYNASTY

1.	Maloji	.. 1552–c. 1606
2.	Shahji	.. 1599–1664
3.	*Chattrapati* Shivaji, the Great	.. 1630–1680
4.	Sambhaji	.. 1680–1689
5.	Raja Ram	.. 1689–1700
6.	Tara Bai (as the Regent)	.. 1700–1707
7.	Shahu	.. 1708–1749

(The *Peshwas* or Prime Ministers of the Chattrapati: Balaji Vishwanath: 1713–1720; Baji Rao I: 1720–1740).

XVI. THE PESHWAS OF POONA

1.	Balaji Viswanath	.. 1713–1720
2.	Baji Rao I	.. 1720–1740
3.	Balaji Baji Rao	.. 1740–1761
4.	Madhava Rao I Ballal	.. 1761–1772
5.	Narayan Rao	.. 1772–1773
6.	Raghunath Rao (Raghoba)	.. 1773
7.	Madhava Rao II Narayan	.. 1774–1796
8.	Chimnaji Appa	.. 1796
9.	Baji Rao II	.. 1796–1818
10.	Nana Saheb (Dhondu Pant) accession disputed	

XVII. THE GOVERNORS-GENERAL OF BRITISH INDIA

(*Names of temporary and officiating incumbents are shown in italics*)

(I) Governors—General of Fort William in Bengal:

(Regulating Act of 1773)

1774	(October)	Warren Hastings.
1785	(February)	*Sir John Macpherson* .
1786	(September)	Earl (Marquess) Cornwallis.
1793	(October)	Sir John Shore (Lord Teignmouth)
1798	(April)	*Sir Alured Clarke.*

1798 (May) Earl of Mornington (Marquess Wellesley)

1805 (30th July) Marquess Cornwallis (for the second time)

1805 (October) *Sir George Barlow.*

1807 (July) Baron (1st Earl of) Minto (I).

1813 (4th October) Earl of Moira (Marquess of Hastings)

1823 (January) *Hon. John Adam*

1823 (1st August) Baron (Earl) Amherst.

1828 (March) *Hon. William Butterworth Bayley.*

1828 (4th July) Lord William Cavendish-Bentinck.

(II) Governors-General of India (Charter Act of 1833)

1833 .. Lord William Cavendish-Bentinck

1835 (20th March) *Sir Charles (Lord) Metcalfe.*

1836 (March) Baron (Earl of) Auckland.

1842 (February) Baron (Earl of) Ellenborough.

1844 (June) .. *William Wilberforce Bird*

1844 (July) .. Sir Henry (Viscount) Hardinge(I).

1848 (January) Earl (Marquess) of Dalhousie.

1856 (February) Viscount (Earl) Canning.

(III) Governors-General and Viceroys (after the Great Indian Mutiny of 1857–1858 *when India came directly under the British Crown.)*

1858 (1st November) Viscount (Earl) Canning.

1862 (March) 8th Earl of Elgin (I)

1863 *Sir Robert Napier (Baron Napier of Magdala)*

1863 *Sir William T. Denison.*

1864 (January) Sir John (Lord) Lawrence.

1869 (January) Earl of Mayo.

1872 *Sir John Strachey.*

1872 *Lord Napier of Merchistoun.*

1872 (May) Baron (Earl of) Northbrook.

1876	(April).	Baron (1st Earl of) Lytton (I)
1880	(June)	Marquess of Ripon.
1884	(December)	Earl of Dufferin (Marquess of Dufferin and Ava).
1888	(December)	Marquess of Lansdowne.
1894	(January)	9th Earl of Elgin (II)
1899	(6th January)	Baron (Marquess) Curzon of Kedleston.
1904	(April)	*Lord Ampthill.*
1904	(December)	Baron (Marquess) Curzon of Kedleston (re-appointed).
1905	(November)	4th Earl of Minto (II)
1910	(November)	Baron Hardinge of Penshurst (II).
1916	(April)	Earl of Reading.
1925		*2nd Earl of Lytton (II)*
1926	(April)	Lord Irwin.
1929		*Lord Goschen (during the absence of Lord Irwin on leave).*
1931	(April)	Earl of Willingdon.
1934	(May-August)	*Sir George Stanley* (Offg.)
1934		Earl of Willingdon.
1936	(18th April)	Marquess of Linlithgow.

(*IV*) *Governors–General and Crown Representatives*: (*Government of India Act of* 1935).

1937	(31 st March).	Marquess of Linlithgow.
1938	(June-October)	*Baron Brabourne* (Offg.)
1938		Marquess of Linlithgow.
1943		Viscount (Earl) Wavell.
1945		*Sir John Colville* (Offg.)
1947	(March-August)	Viscount (Earl) Mountbatten of Burma (last Viceroy of undivided India, and first Governor-General of the Dominion of India, 1947–48).

1876 (April) Baron (1st Earl of) Lytton (I)

1880 (June) Marquess of Ripon.

1884 (December) Earl of Dufferin (Marquess of Dufferin and Ava).

1888 (December) Marquess of Lansdowne.

1894 (January) 9th Earl of Elgin (II)

1899 (6th January) Baron (Marquess) Curzon of Kedleston.

1904 (April) *Lord Ampthill.*

1904 (December) Baron (Marquess) Curzon of Kedleston (re-appointed).

1905 (November) 4th Earl of Minto (II).

1910 (November) Baron Hardinge of Penshurst (II).

1916 (April) Earl of Reading.

1925 *2nd Earl of Lytton (II)*

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CHRONOLOGICAL TABLE

Important dates in Indian History after 1,000 *A.D.* (*with special reference to Central India and South India.*)

1012–1044	Rajendra Chola I.
1070–1122	Rajendra Chola, Kulottunga I.
1076–1127	Chalukya Vikramaditya VI of Kalyana.
c. 1106–1141	Vishnuvardhana Hoysala.
1221	Invasion of India by the Mongols under Chingiz Khan Jenghiz Khan
1260–1291	The reign of Rudramma, the great Kakatiya Queen.
1279	Latest known date of Rajendra IV, Chola emperor.
1288	The Italian itinerant, Marco Polo at Kayal.
1294	Devagiri pillaged by Prince Ala-ud-din Khilji.
1296	Accession of Ala-ud-din Khilji as Sultan of Delhi.
1306–1307	Malik Kafur's expedition to Devagiri.
1308	Malik Kafur's expedition to Warangal.
1310	Malik Kafur's expedition into South Indian Peninsula (Jenghız Khan)
1321	Expedition to Warangal under Muhammad Jauna (Ulugh Khan). Rebellion of Muhammad.
1323	Second expedition to Warangal under Muhammad-bin-Tughluq. Mongol invasion of India.
1334	Capture of Anegundi by Muhammad-bin-Tughluq.
1336	Traditional date of the foundation of the empire and the city of Vijayanagara.
1347	Ala-ud-din Bahman Shah proclaimed King of the Deccan.
1351	Accession of Firuz Shah Tughluq, son of Rajab.
1374	Bukka sends an embassy to the Emperor of China.
1420	Nicolo Conti visits Vijayanagara.
1424	Captu^re ^of Warangal by Ahmad Shah Bahmani I.

1429	Transfer of the Bahmani capital from Gulbarga to Bidar.
1469	Birth of Guru Nanak.
1481	Murder of Khwaja-i-Jahan Mahmud Gawan, the 73-year old Bahmani Prime Minister, on the orders of Muhammad III.
1484	Independence of Berar under the Imad Shahi dynasty.
1485–1486	Beginning of the rule of the Saluva dynasty in Vijayanagara.
1489–1490	Foundation of the Adil Shahi dynasty of Bijapur.
1490	Establishment of the independent Nizam Shahi dynasty of Ahmadnagar.
1497–1498	First voyage of Vasco da Gama around the Cape of Good Hope to India. Vasco da Gama meets the Zamorin of Calicut (Kozhi-Kode).
1505	Beginning of the rule of the Tuluva Dynasty in Vijayanagara.
1509	Accession of Krishnadeva Raya as Vijayanagara emperor.
1510	The Portuguese capture Goa and establish the *Estado da India Portuguesa*.
1512–1518	Independence of the Qutb Shahi Dynasty of Golkonda.
1513	Death of Albuquerque, the Portuguese Viceroy of Goa.
1530	Death of Krishnadeva Raya, Vijayanagara Emperor.
1530	Death of Babur and accession of Humayun, Mughal Emperor.
1538	Death of Guru Nanak
1542	Birth of Akbar.
1558	Accession of Ali Adil Shah I.
1564	Death of Rani Durgavati of Gondwana and annexation of the Gond kingdom by the Mughals.
1565	Battle of Talikota (also called the Battle of Rakkasa—Tangdi). Sadasiva, the Vijayanagara emperor, shifts his capital from Hampi to Penukonda.
1579–1580	Accession of Ibrahim Adil Shah II in Bijapur. Rebellion in Bihar and Bengal *Subahs*.

1595 Siege of Ahmadnagar by the Mughals.

1600 Charter granted by Elizabeth I to the London East India Company. Ahmadnagar stormed.

1602 Formation of the Dutch United East India Company of the Netherlands.

1605 Death of Akbar and accession of Jahangir.

1608 Malik Ambar takes Ahmadnagar.

1609 The Dutch open a factory at Pulicat.

1611 The English establish a factory at Masulipatnam.

1612 First English factory at Surat.

1613 Jahangir's *farman* to the English East India Company.

1615 Arrival of Sir Thomas Roe, the ambassador of James I, in India.

1616 The Dutch establish a factory at Surat.

1618 Sir Thomas Roe, after obtaining *farmans* for English trade, leaves the Imperial Court of the Mughal emperor

1619 Roe leaves India.

1620 Malik Ambar revolts in the Deccan.

1626 Death of Malik Ambar.

1627 Birth of Shivaji (or 1630 according to some). Accession of Muhammad Adil Shah.

1631 Death of Mumtaz Mahal.

1632 Mughul invasion of Bijapur. Grant of the "Golden *Farman*" to the English Company by the Sultan of Golkonda.

1633 End of the Nizam Shahi dynasty in Ahmadnagar.

1634 *Farman* permitting the John Company to trade in Bengal.

1636 Shahji enters the service of Bijapur. Aurangzeb appointed Viceroy of the Deccan.

1639 Foundation of Fort St. George at Madras.

1651 *Farman* granted to the English Company by Shuja.

1653 The Dutch start a factory at Chinsura in Bengal.

1656 Peace with Golkonda. Annexation of Javli by Shivaji. Death of Muhammad Adil Shah of Bijapur; another *farman* granted to the English by Shuja.

1657 Invasion of Bijapur by Aurangzeb. Aurangzeb captures Bidar and Kalyani. Illness of Shah Jahan. The war of succession begins.

1658 Coronation of Aurangzeb.

1659 Execution of Dara. Captivity of Murad and Shah Jahan. Second coronation of Aurangzeb.

1661 Cession of Bombay to the English. Execution of Murad.

1664 Colbert, the French Minister, founds an East India Company.

1664 Shivaji assumes royal title.

1666 Shivaji's visit to Agra and escape.

1668 Cession of Bombay to the East India Company. First French factory started at Surat.

1674 Shivaji assumes the title of *Chhatrapati* (emperor).

1675 Execution of Teg Bahadur, Guru of the Sikhs.

1680 Rebellion of Prince Akbar. Aurangzeb goes to the Deccan.

1686 Fall of Bijapur.

1687 Fall of Golkonda.

1689 Execution of Sambhaji; Rajaram succeeds to the Maratha *Chhatrapati* throne, but retires to Jinji (Gingee).

1690 The city of Calcutta is founded.

1691 Defeat of the Jats. With this, Aurangzeb is at the zenith of his power.
Grant of a *farman* by Ibrahim Khan to the English.

1692 Renewed Maratha activity in the Deccan.

1698 The English obtain the *zamindari* of Sutanati, Calcutta and Govindapur.

1700 Death of Rajaram and regency of his widow Tara Bai.

1702 Amalgamation of the English and the London East India Companies.

1703	The Marathas enter Berar.
1707	Battle of Jajau. Accession of Bahadur Shah.
1708	Shahu, King of the Marathas.
1713	Jahandar Shah murdered.
1714	Balaji Viswanath becomes the Maratha *Chhatrapati's* Peshwa. Hussain Ali appointed Viceroy of the Deccan. The treaty of the Marathas with Hussain Ali.
1717	Farrukhsiyar's *farman* to the English Company. Re-imposition of Jizya.
1719	Mughal Emperor Farrukhsiyar is put to death. Death of Emperor Rafi-ud-Darajat. Accession of Muhammad Shah as Mughal emperor.
1720	Accession of Baji Rao, Peshwa. Fall of the Sayyid brothers in Delhi.
1724	Nizam becomes virtually independent in the Deccan. The Nizam-ul-Mulk Mir Qamar-ud-din Chin Qilich Khan becomes *Wazir* of the Mughal court.
1735	Baji Rao recognized by the Mughal Imperial Government as ruler of Malwa.
1739	The Marathas capture Salsette and Bassein.
1740	Accession of Balaji Baji Rao as the Peshwa of Poona. The Marathas invade Arcot and the Carnatic.
1742	M. Dupleix becomes Governor of Pondicherry. Murder of Safdar Ali, Nawab of the Carnatic.
1744–1748	First Anglo-French War.
1746	La Bourdonnais takes Madras.
1747	Invasion of India by Ahmad Shah Abdali.
1748	Death of Nizam-ul-mulk, Asaf Jah I. Death of Muhammad Shah and accession of Ahmad Shah, as Mughal emperor.
1749	Death of Shahu, Maratha *Chhatrapati*. Madras restored to the British Company.
1750	Defeat and death of Nasir Jung.
1750–1754	War of the Deccan and Carnatic Succession.

1751 Robert Clive's defence of Arcot. Death of Muzaffar Jung and accession of Salabat Jung. Treaty of Alivardi Khan with the Marathas.

1754 Recall of Dupleix. Godeheu's treaty with the English. Accession of Alamgir II.

1756 Death of Alivardi Khan, Nawab of Bengal. Accession of Siraj-ud-daula in Bengal.

1756–1763 Seven Years' War in Europe.

1756 Siraj-ud-daula captures Calcutta.

1757 Sack of Delhi and Mathura by Ahmad Shah Abdali. The English capture Chandernagore from the French Company. Battle of Plassey. Mir Jafar made Nawab of Bengal.

1758 Count de Lally in India. The Marathas in the Punjab. Capture of Masulipatam by Forde.

1760 Battle of Udgir.

1761 Fall of Pondicherry, the French India Capital. Shah Alam II becomes Mughal Emperor. Shuja-ud-daula of Oudh becomes *Wazir* of the Mughal court. Accession of Madhava Rao I, Peshwa. Rise of Hyder Ali in Mysore.

1764 Battle of Buxar.

1765 Death of Mir Jafar. Grant of the *Diwani* of Bengal, Bihar and Orissa to the British by Shah Alam II. Treaty of Allahabad. Robert Clive becomes the John Company's governor in Bengal.

1766 Grant of the Northern Sarkars to the English.

1767 Departure of Clive. Verelest, Company's governor in Bengal.

1767–1769 The First Mysore War.

1772 Appointment of Warren Hastings as governor. Death of Madhava Rao I, Peshwa.

1773 The Regulating Act.

1774 Warren Hastings becomes the East India Company's Governor-General of Fort William in Bengal.

1775–1778	The First Anglo-Maratha War.
1776	The Treaty of Purandhar*
1779	Convention of Wadgaon.*
1780–1784	Second Anglo Mysore-War.
1782	The treaty of Salbai* Death of Hyder Ali, Sultan of Mysore.
1784	Pitt's India Act.
1785	Resignation of Warren Hastings as Governor-General of India on grounds which led to his impeachment later.
1786	Lord Cornwallis becomes Governor-General.
1790–1792	Third Anglo-Mysore War.
1793	Renewal of the Company's Charter by the King of England.
1794	Death of Mahadaji Sindhia.
1795	The Battle of Kharda. Death of Ahalya Bai Holkar, ruler of Indore.
1798	Lord Mornington (Marquess Wellesley) becomes governor-general. Subsidiary treaty with the Nizam.*
1799	Fourth Anglo—Mysore War. Death of Tipu Partition of Mysore*.
1800	Death of Nana Fadnavis.
1801	Annexation of the Carnatic by the British.
1802	Treaty of Bassein*
1803–1805	The Second Anglo-Maratha War.
1813	Renewal of the Company's Charter.
1828	Lord William Bentinck becomes governor-general of India.
1833	Renewal of the Company's Charter. Abolition of the Company's trading rights.
1857–1858	The Sepoy Mutiny or the Great Indian Mutiny.

* Originals and or authentic copies of this treaty are available in the repositories of the A.P.S.A.

1858 British India placed under the direct government of the British Crown.
Queen Victoria's Proclamation.

1876–1877 The Delhi Darbar of Queen Victoria. The Queen of England is proclaimed as the Empress of India. (*Kaisera-i-Hind*).

1899 Lord Curzon becomes governor-general and Viceroy.

1912 Removal of the British India Imperial Capital from Calcutta to Delhi.

1914–1918 The First World War.

1930 Civil Disobedience Movement. Round Table Conference (first session).

1931 Round Table Conference (second session).

1932 Round Table Conference (third session).

1935 New Government of India Act.

1944 Gandhi-Jinnah talks opened in Bombay on Sri C. Rajagopalachari's proposals for solution of constitutional deadlock (9th Sept.). Talks breakdown on Pakistan issue (27th September).

1947 British government's epochal announcement of transfer of power to "responsible Indian hands" not later than June, 1948. Lord Mountbatten's appointment as Viceroy of India in succession to Lord Wavell (20th February). Announcement of Lord Mountbatten's plan for the partition of India (3rd June). Indian Independence Act (15th August).

1948 Death of Mahatma Gandhi (30th January). Death of Qaid-i-Azam Mohammed Ali Jinnah (11th Sept.) Troops of government of India enter Hyderabad State (September).

1953 New State of Andhra inaugurated.

1954 The French settlements of Pondicherry, Karikal, Mahe and Yanaon incorporated with India.

1956 Reorganisation of States in India (November). Inauguration of Second Five-Year Plan. Celebration of 2,500th anniversary of death of Gautama, the Buddha.

1958 Introduction of the Metric System of Weights and Measures. (1st October).

1962 Dr. S. Radhakrishnan and Dr. Zakir Hussain sworn in as President and Vice-President of India.

1964 Demise of Shri Jawaharlal Nehru, Prime Minister of India. Lal Bahadur Shastri becomes Prime Minister.

1966 Shrimati Indira Gandhi becomes Prime Minister.

1969 Split in the Indian National Congress.

1971 Shrimati Indira Gandhi receives a massive mandate from the people.

1975 Emergency proclaimed after the Allahabad High Court's judgement invalidating Prime Minister Indira Gandhi's election to the Lok Sabha.

1977 The Janata Party comes to power. Morarji Desai becomes Prime Minister.

1979 The Janata Party falls from power. Shri Charan Singh becomes Prime Minister of India, heading the Care-taker Lok Dal-Congress (U.) Coalition Government.

1980 Shrimati Indira Gandhi receives a massive mandate from the people.

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GLOSSARY*

"The everyday words of an earlier generation need a glossary now, and similarly the famous names of old—Camillus, Caeso, Volesus, and Leonnatus—ring strange to a modern ear. Scipio and Cato will soon follow, and in a little while Hadrian and Antoninus will share the same fate. So quickly does human glory fade into the legendary; so quickly is it merged in absolute oblivion."

—MARCUS AURELIUS, Caesar, Roman Emperor (161 to 180 A.D.), in *Meditations* (*or The Thoughts of Marcus Aurelius Antoninus*), Book IV.

'A'

Aam Atiyat (A.): Common grant either in cash or land.

Acharya (S.): teacher, preceptor.

Adalat (P.): Court of justice.

Adalat-ul-Aliya (U.): High Court.

Adi Sankara: [*Adi* (S).—the ordinal number, "first".] Adi Sankara or the first Sankara, was the great Indian Advaita philosopher, scholar, writer and savant who lived over 2,000 years ago, and who wrote several books including erudite commentaries on the Upanishads, the Brahmasutras and the Bhagavad Gita, and other Hindu scriptures. Sankara redeemed and revolutionized Hinduism and staved off the proselytic attacks of Buddhism. Sankara is the main interpreter of the Tantra and is the father of the Advaita—Vedanta system in Indian philosophy. Believed to be an incarnation of Lord Siva, Adi Sankara was born in Kaladi (Kerala) and lived for a span of only thirty-two years, during which he travelled incessantly all over India, and established the great Saivaite *Peethams* of Sringeri (Karnataka), Dwaraka (Gujarat), Jothirmath—Badrinath (Uttar Pradesh), and Puri (Orissa). All these four *Peethams* have had a succession of *acharyas* or pontifical heads known as *Sankaracharyas* in a line (*Guru Parampara*) ever since Adi Sankara (or the first Sankara) established the four *Peethams* two thousand years ago. The heads of the four *Peethams* are the Hindu Pontiffs of Saivism (the worship of Siva) and Shaktism (*q.v.*, *Sri Lalita* below) in India today.

N.B.:—(1) This glossary contains besides words used in this book, those words which frequently occur in the archives and records, MSS., *etc.*, preserved in the repositories of the APSA. The glossary also gives the connotation of a number of revenue terms which are used in revenue administration from olden times till today. Words and terms ampiified in footnotes in this book are *not* included in this glossary.

(2) cf., pg. 376 for the key to abbreviations in this glossary.

SP/368—45

Afsar Jung: A title generally given to an officer of the forces.

Afsar-ud-Daula: A title generally given to a commander of the armed forces.

Agraharam (S) and *Agraharamu* (Tel.): That quarter of a village which is occupied by the Brahmanas; a village or part of it which is occupied by the Brahmins and held rent-free under special grants or at a reduced rates of assessment.

Ahkam Siyaha Jagir (P. and U.): Daily orders issued in Jagir administration. (*Akham* is the plural of *Hukum*—order).

Ahkam-i-Tankhwahdaran: Orders for salaried classes.

Ahsham-i-Qalajat (or *Ahsham-i-Qilajat*): Staff pertaining to the maintenance of forts.

Akhbarat-Darbari (A.): Court Diaries.

Al Quran (A.): The Quran or Koran, the holy book of Islam (from the Arabic *qur'an*—book, reading, and *qara'a*—to read, recite).

Al-tamgha (Turk.): Seal of office, and seal (*sigillography*).

Amani (U.): "Held in trust". Lands or other sources of revenue held in trust under the direct management of government.

Amil (A. and U.): A collector of revenue with civil and financial powers.

Amildar, Amaldar (A.): A collector of revenue on the part of Government. Also a farmer or a contractor for the revenue under the old system; a tehsildar.

Amil-i-Mahalat: A Naib Tehsildar of Mahals (*Mahal*—part of a taluq).

Amin (A.): A police and/or revenue or executive officer incharge of one thana or part of taluq.

Amin Fauzdar (A. and U.): Bailiff.

Andhra Kesari (Tel.): A title meaning "The Lion of Andhra", which was by popular acclaim bestowed by the Andhra people on the great Andhra leader, Sri Tanguturi Prakasam Pantulu (1872-1957), one time Premier of the undivided Madras State and the first Chief Minister of the Andhra State.

Anna (S. and U.): The sixteenth part of anything, but commonly of a rupee.

Arayez (P.): Plural of *Arzi* (petition).

Arzdasht: A report of recommendation submitted to the sovereign or ruler.

Arzi (P.): A petition; an address; a memorial; a respectful statement of representation whether oral or written.

Asnad: Documents by which a competent authority made grants of land or cash (plural of *Sanad*).

Atiyat (P.): grant of either cash or land.

Atraf-i-Balda: Revenue area consisting of certain number of taluqs around the capital city of Hyderabad. (*Balad, Shahr*—ci y; *Atraf*—around, environs). The two districts of Atraf-i-Balda and Baghat were merged in 1948 to form the Hyderabad District. [*Baghat*—gardens.]

Awwal (A.): First (the ordinal number, "first").

Awwal Taluqdar: First Talukdar; in the Hyderabad State under the latter day Asaf Jahs, this term meant the Collector and District Magistrate of a district. This term is generally written as "Awal Talukdar" in English.

'B'

Bakshi (P.): Paymaster of the Mughal army.

Bakhshi-ul-Mulki: an officer in-charge of military administration and intelligence. This military functionary had in reality a number of functions of public and (civil) administrative nature.

Bakshigiri: The Office of Paymaster of the military formations.

Balutya (also: *Balote, Balotya, plural*: *Balutiyan* (Mar.): According to Molesworth, an authority on mediaeval Deccan, there were twelve *Balutas*, viz., the *Patel* or the village headman, *Kulkarni* or revenue accountant, *Chaudhri* or head of the traders, *Potadar* or money changer (village banker), *deshpandya* or district accountant, *Nhanvi* or barber, *Parit* or washerman, *Gurav* or attendant or a temple, *Sutar* or carpenter, *Kumbhar* or potter, *Vesahar* (dharwan) or gate-keeper, and *Joshi* or astrologer.

Baradari (H.): lit., twelve doors. A building with a big central hall having twelve or more doors constructed in a garden with a view to have a clear view of the surroundings.

Beriz (Mar.), *Beriju* (Tel.): A gross assessment or aggregate demand of revenue (same as *Jama*). Generally applied to the amount payable by a Zamindar.

Bezehr (P.): anti-poison.

Bigha (H. and U.): An Indian standard measurement of land less than one acre, admeasuring three-fourths of an acre.

'C'

Chabutra-i-Kotwali, Chabutra: The office of the head of police.

Chauki (H.): Customs or toll station, outpost (*Chaukis* were also guards on highways).

Chauth (Mar.): A levy imposed by the Peshwas equivalent to one-fourth of income on the revenue income of certain parts of the Nizam's territory. [*q.v.*, foot-note No. 1 on page 141.]

Chawadi (Tel.): A public lodging place for travellers; a shelter for travellers (same as *Choultry*).

Chawar (H.): A measure of land equal to 120 Bighas (see *Wilson's Glossary, pp.* 107, 573; *Azamul Atiyat*, p. 225).

Chhatrapati (H. and S.): Emperor—literally, the holder of an umbrella (*chhatri*) or parasol, an insignia of imperial office.

Coromandel (English, French, *etc.*): The nomenclature of the Bay of Bengal coast of south-east India, derived from the Tamil and Telugu *Cholamandalam* or "the realm of the Chola kingdom". "Coromandel" is a mediaeval European, Anglo-Indian, and French corruption of *Cholamandalam*.

'D'

Daftar (U. and P.): Establishment, office; in scholarly and governmental circles this word (especially in the times of the Mughal empire, the Deccan Sultanates and the Nizams) also meant an archival office or a place where public records, documents, and archives were kept.

Daftardar (U. and P.): A Record-keeper, a registrar, an accountant; Heads of the old administrative offices: *Daftar-i-Diwani* and *Daftar-i-Mal*.

Daftar-i-Ali: (lit., a high office). Probably, a reference to the chief administrator of a (Mughal) *Subah*.

Daftar-i-Bakshigiri: Office of Pay Master of the Military formations.

Daftar-i-Chak Bandi: Office dealing with official notes on revenue survey and settlement matters.

Daftar-i-Darul-Insha:. Office of the Chief Secretary.

Daftar-i-Diwani: Office of the *Diwan* or Prime Minister; later, this term came to denote the chief record office and the Archives of Hyderabad State.

Daftar-i-Istifa: Office of record of grants (which registered, checked and made duplicate copies of *sanads*).

Daftar-i-Khitabat: Office of appointments of functionaries of religious institutions.

Daftar-i-Mal: Office of Revenue Administration.

Daftar-i-Manasib: Office of the record of cash grants.

Daftar-i-Manasib-wa-Khitabat: Office of records of grants and title.

Daftar-i-Mawahir: Office dealing with seals of State, metal badges, epaulettes and State sigillography. (*Mohar*-seal, sign).

Daftar-i-Mulki: Office of records pertaining to the Sovereign of the State (the Nizam of Hyderabad).

Daftar-i-Munshi-Khanae: Office dealing with minor records of the State.

Daftar-i-Nazim-i-Jamiat: Office of the Army Department dealing with the Irregular Forces of the Nizam's Government.

Daftar-i-Peshkari: In the olden times this meant the office of the highest official who attended the person of the sovereign.

Daftar-i-Qanungoi Sarkar-i-Alyee: Office dealing with the work of Qanungos (or the Revenue Inspectors of circles), and village boundary matters.

Daftar-i-Taqseem-i-Wazaif-wa-Manasib: Office for the disbursement of Pensions and *Manasib*.

Daftar Khana: Record Office.

Darbar (P. and U.): a court, a royal court, an audience or levee.

Dargah (P.): The mausoleum or tomb of a Muslim sage, saint or divine; A short reference to the Mughal court [*Dargah-i-Khalaiq Panah*: A King's court; the Mughal court.]; *Dargahi*: pertaining to the royal court.

Darogha (P.): A superintendent, or overseer; A manager especially of a police, excise or customs station.

Dar-ul-Qaza (A.): Court dealing with the litigation of parties under the Muslim Personal Law.

Dar-ul-uloom: A college or institution of (Islamic) religious learning and studies.

Dastawezat Hazari: Thousand documents.

Dastak (U. and P.): A hand signature; A passport; A permit; a free transit permit; a summons; a writ, or a warrant, especially a process served on a defaulter to compel payment.

Dastur-ul-Amal: Any administrative manual, detailing rules, procedure, *etc.*, especially a revenue administrative manual. *Amal* specifically means "revenue" (*amil*: revenue collector).

Daul (Mar.), *Daulu, Davulu* (Tel.): Mode, manner, shape appearance, form, estimate, valuation. [*Daul Patrak*: a statement of particulars of gross revenue levied from an estate or district. An estimate of account which an estate should yield.]

Desai (Mar.): Accountants of *paraganas* who often became petty chiefs. The desai was the superintendent of a *paragana* and was the principal revenue functionary of the area. The office was hereditary, generally on the basis of primogeniture, and the work of the *desai* was frequently recompensed by grant of land. Often the *desai* of five to ten villages attained the status of a petty chief, especially when royal authority became weak as in the times of Kalimullah Bahmani (1526-1538) or Abul Hasan Qutb Shah (1672-1687). (plural—*desaiyan*).

Desam Pilupu (Tel.): The Call of the Nation.

Des-Kulkarni (Mar.): The district accountant who prepared a general (aggregate) revenue account of the villages on the basis of several revenue statements of village accountants.

Deshmukh (Mar.): An officer, generally a Brahmin, incharge of a *paragana* for the administration of land revenue collection and general administration.

Deshpande (Mar.): Hereditary revenue accountant of a district.

Deshpandegiri (U. and Mar.): The terms and tenure of the office of *Deshpande*.

Deshpandiya (Mar.): An officer, generally a Brahmin, who was incharge of maintaining the revenue accounts of each village in the *pargana*. (The variation *Deshpande* is also used).

Devalayam (S. and Tel.): Hindu temple. (lit., the house/residence of God).

Dewdi (H.): Palace.

Dewdi-i-Khas: Personal office, personal palace.

Diwan (P.): A Chief Minister, a Prime Minister (*Madar-ul-Maham*).

Diwani (P.): Prime Minister's Office, the office of the chief executive officer administering the State.

Dubash (Tel.): An interpreter. An Indian in the service of a European. A person who speaks two languages (*do-bhashi*).

Do-hazari: A commander with a *Mansab* of two thousand.

'E'

Enayat Nama (P.): List of gifts.

Enayat Namajat: Plural of *Enayat Nama*.

'F'

Fasli (P. and U.): The harvest year—a mode of computing time in India from 1st July; by adding 590 to the Fasli year, one may gain a rough calculation of the year *Anno Domini.*

Faujdar (U. and A.): Army officer (*Fauj*: army or military; *dar*: keeper, holder, or official). He was often given charge of all military and criminal matters in a district.

Fehrist (P.): List.

Fehrist-i-Jagirdaran: List of Jagirdars.

Fehrist-i-Sawaran: List of cavalrymen (horse).

Fehrist-i-Zamindaran: List of *Zamindars* or holders of fiefs.

Fidvi (P.): "Your humble servant"—used as a term of humility in speaking of one's self. [A title of the Asaf Jahs from the time of the first Nizam, Mir Qamaruddin Chin Qilich Khan Nizam ul-Mulk, Asaf Jah I (1724-1748).]

Firka (P.): A Revenue Circle within a *taluk*. The *firka* is under a Revenue Inspector.

Firman, Farman (P.): An oriental sovereign's edict. An imperial decree, a royal grant or charter. (*Farman-e-Mubarak*—the king's order or mandate); (pl.—*Faramin*).

'G'

Gaddi (H.): The seat of rank or royalty. The throne. The Nizam's throne was known as the *Masnad.*

Ghari (*Ghadi*) (H.): Watch, timepiece; also, hour of the clock, hour of the watch.

Goshwara (P.): Statement.

Goshwara Jama-wa-Kharch Sal-i-tamam: Statement of expenditure and receipts for entire year.

Gumashta (H.): An agent, a steward, a representative, an officer employed by a Zamindar to collect rents. An accountant in the Revenue department; any agent or subordinate clerk, or accountant.

Guru (S.): Preceptor, teacher.

H

Hajib (A.): In Mughal and Qutb Shahi administration, this word stood for an ambassador; envoy or plenipotentiary. As a diplomatic representative, the *Hajib* was sent on a specific errand or for promoting friendly diplomatic relations with another power. An *Hajib* was *Muqmi* (residential) or *Maslihati* (special tenure). The duration of his diplomatic office was fixed in accordance with the exigencies of the situation. In the reign of Muhammad-bin-Tughluq there were several diplomats in the Government including the *Hajib, Amir-i-Hajib, Naib-i-Amir-i-Hajib, Hajib-i-Khas* and *Hajib-i-Buzurg.* The *Hajib* was entrusted with the work of maintaining decorum and dignity in royal court. He constituted a link between the king, the foreign diplomats, the nobles and persons seeking royal audience. (*cf., Tuzuk-i-Jahangiri,* p. 390; *Hadiqatus Salatin,* APSA MS., pp. 69, 343).

Hali Sicca: The State coinage of the Nizam's Dominions; the currency and coinage of the Indian State of Hyderabad. [*Hal*—present. *Hali Sicca*—today's currency. Also, *Osmania Sicca* (or O.S.) under the Nizam, Mir Osman Ali Khan Asaf Jah VII.]

Haqiqat: A statement of facts of a case, in Mughal administration.

Hasht-hazari (P.): A Mughal *Mansab.*

Haveli (A., H. and Tel.): Palace.

Hazari: A rank of *mansabdars.* A commander in receipt of an honorarium of 1,000 rupees, either actually or notionally.

Hijra (also hegira, hejira) (English, French, *etc.*): The flight of Muhammad the Prophet* from Mecca to Medina in 622 A.D., from which event onwards, is dated the Islamic era. (This name is derived from the Arabic words, *hijrah*—flight; and *hajara* (verb)—to leave.) In Indian History, we see that the Hijra era is mostly used in Muslim States in their documents. Here it may be noted that an era known as *Shuhur San* is also used by the Bahmani sovereigns, and also by Qutb Shahi and Adil Shahi kings in their *farmans,* and by the Maratha rulers in their orders. (The *Shuhur San* dates were noted in Arabic.) This era like the Hijra and Fasli years of reckoning were introduced by Muslim rulers. The *Shuhur San* year commences from the month of June when the south-west monsoon breaks and the cultivators spread the seeds in the fields. [*Anno Hegirae* (Mediaeval Latin)=in the year of *Hegira, i.e.,* from the flight of Muhammad from Mecca to Medina, Friday, 16th July, 622 *Anno Domini.*]

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*In A., P., T. and U., Hijra or Hegira is transliterated as *Hijri* [Please also see note no. 6 in *Notes infra* in this volume.]

Huz-Nazar: An official of the Qutb Shahi king of Golconda.

Hukum Nama (P.): Order.

'I'

Ilaqua-i-Mal (P.): A local revenue jurisdiction, something like the Revenue Inspector's *firka* or circle today.

Inam (A.), *Inamu* (Tel.): A grant of land in which the government gave up its rights to collect land revenue or a portion thereof on an exent of land in return for the due performance of certain specified duties by the holder. Some times *inam* meant a charitable endowment. (*cf.*, *Azamul Atiyat*, p. 54).

Inam Deshmukhi: A grant of land to *Deshmukhs*, a class of revenue officials.

Inam Devadasi: A grant of land to a courtesan or dancing girl serving a shrine in a *Math* or a temple. [*Devadasi* (H. S. and Tel.)—courtesan.]

Inam Mashrut: Conditional gift.

Itibar Khan: One of the titles of Mughal nobility.

Itihas (H.): History [*Itihasam* (S.), *Charitramu, Itihasamu* (Tel.)—annals, history.]

Itlak Navis (U.): Summons-writer.

'J'

Jagir (P.): A fief.

Jagirdar: Holder of a fief.

Jagir-i-Mashrut-i-Qaladari-wa-Ahsham: Jagir granted conditionally on the maintenance of forts and garrisons.

Jagir Inam: A fief granted as a gift.

Jagir-i-Nigahdasht-i-Jamiyat: Gift granted for maintenance of troops.

Jamabandi (U.): Annual settlement of the accounts of village-wise revenue assessed upon an estate, a village, or a district.

Jama-wa-Kharch Mahana: Monthly statement of receipts and expenditure.

Jama-wa-Kharch Rozana: Daily statement of receipts and expenditure.

Jama-wa-Kharch Salana: Yearly statement of receipts and expenditure.

Jatra/Yatra (Prakrit, S.): A festival, a pilgrimage.

'K'

Kaifiyat (A. and U.): A local record; a domiciliary historical chronicle; a local or regional chronicle, a historiological tract or compendium; a work on local revenue and economic history. Also, any authenticated document or voucher.

Kaifiyat-i-Barawardat: Note on pay bills.

Kaifiyat-i-Baraward-i-Tankhwah: Bill for payment of salaries.

Kaifiyat-i-Daftar: An office note, Office deposition.

Kaifiyat-i-Deshmukhan-wa-Deshpandiyan: A write-up giving details of Revenue Officials, *viz., Deshmukhs* and *Deshpandes* in the realm.

Kaifiyat-i-Fehrist-i-Rusumdaran: Report on the list of persons getting *Rusums*.

Kaifiyat-i-Inamdaran: Report of gift holders; Report of Inam holders.

Kaifiyat-i-Jagir: Report of matters concerning a fief.

Kaifiyat-i-Jagirdaran: Report of fief holders.

Kaifiyat-i-Jagir Mashrut-wa-Ahsham-i-Qalajat: Report of consultations on a *jagir* granted conditionally for the maintenance of forts and garrisons.

Kaifiyat-i-Jamadaran: Report regarding feudatories.

Kaifiyat-i-Kharch-wa-Jama: Report of expenditure and income.

Kaifiyat-i-Madakhil: Report on income.

Kaifiyat-i-Madakhil-wa-Makharij: Report on the income and expenditure.

Kaifiyat-i-Makharij: Report on expenditure.

Kaifiyat-i-Mansabdaran: Report regarding cash grant holders.

Kaifiyat-i-Saliyanadaran: Report on pensions who were granted annuities.

Kaifiyat-i-Siyaha Khazana: An account register of income and expenditure.

Kaifiyat-i-Yaumiyadaran: Report in respect of those who enjoyed daily grants [*Yaum* (A.)—day.]

Kaifiyat-i-Zabtiyat: Report about confiscations.

Kankabat: Mughal ensign (from the Mongolian *Konkub*).

Karkun (P.): Clerks, writers, registrars who recorded village accounts, revenue collections; a revenue inspector. (plural—*Karkunan*).

Katcheri, Kachahri (Tel., H. and Mar.): An Indian magistrate's office or court house (Chambers 20th Century Dictionary). This word is applied to the office and court of the Collector and District Magistrate. [Cutcherry (English).]

Khalsa (U.): Exchequer or Treasury.

Khan-i-Saman, Mir Saman (P.): High steward of the Mughals; chief cook of the royal kitchen; gentleman-lord of the royal pantry and larder.

Kharch (U.), *Kharchu* (Tel.): Expense, disbursement, outgoings, debit.

Kharij Jama (A. and U.): Expenditure and income.

Kharita (P. and U.): A leather bag, a purse, the envelope of a letter, especially the ornamental silk covering of a letter addressed to and/or by a person of rank,—hence the letter itself. Significance of this letter was that this letter contained the recognition of a new ruler by the higher ruler like an emperor.

Kharita Durbar: Durbar held to announce the accession of new ruler by virtue of the recognition of the new ruler contained in a letter of authority (*Kharita*) issued by the higher ruler or sovereign.

Kos: From the Sanskrit 'Krosa', a call. This is a unit of distance which varies in different regions but is commonly considered equivalent to 2 miles (3.22 kilometres). Thevenot says it was only a half a league, but Tavernier makes it equal to about one league. The Akbari *Kos* was 500 *gaz* or yards (457 metres).

Kotwal (P.): A petty police official usually in an urban area having limited magisterial powers; later a city police functionary, something like a City Police Commissioner of today. The duties of a Kotwal are given in Abul Fazl's *Ain-i-Akbari* (Vol. II). Manucci says that the Kotwal was responsible for preventing thefts, robberies and other crimes in a town and he utilised sweepers who went to clean every house twice daily as house spies.

Kumbha Mela (H. and S.): The great Hindu religious fair attended by nearly six million Indians. It is held approximately once in twelve years in Prayaga (Allahabad) in Uttar Pradesh. Interemmiate and smaller *Kumbha Melas* are held at roughly three years' intervals in Nasik (Maharashtra), Ujjain (Madhya Pradesh) and Haridwar (Uttar Pradesh). The *Kumbha Mela* held in Allahabad is the most important of all these Kumbhas. The one held in Prayaga in 1977 A.D. was the greatest event of this epoch as it was the *Maha Poorna Kumbha Mela* which comes once in 144 years of the great Hindu Cycle. It was attended by an estimated eight million people in January-February, 1977.

'L'

Laskhar (P. and U.): A military camp. [Lashkar was the name by which the local people called the Hussain Sagar Cantonment of the H.E.I.C., which was later named by the order of the Nizam, Sikander Jah [Asaf Jah III] (1803-1829) as "Secunderabad"].

'M'

Madad Kharch, Madad Mash: Grant to meet the living expenditure of a person.

Madakhil (A.): Income.

Madar-ul-Maham (P.): The Prime Minister. (This was the designation of the Grand Viziers of the Bahmani and Qutb Shahi sovereigns, which was adopted by the Nizams also).

Mahal (A. and U.): A division of taluq yielding revenue according to assessment; a sub-*taluk* in Telangana.

Mahkama-i-Umoor-i-Mazhabi: Ecclesiastical Department.

Mal (P.): Revenue.

Mali Patel: A village officer who collects land revenue.

Mansab (A.): Office, dignity, or rank conferred by the Mughal Emperors and regulated by an Honorarium of State and the number of men and horses which the holder of a title was required to bring into the field. The *mansab* was for 400 to 30,000, the number of horses varying from ten to 10,000. (plural—*Manasib*.)

Mansabdar: Holder of *Mansab* (as defined above).

Maujoodat-i-Sipah (P.): Muster roll of army units.

Manzil (P.): A palace, a well appointed dwelling; figuratively, one's destination in life.

Manzuriat (A.): Sanctions,

Maqta (A.): A piece of land or a village granted at a fixed rent without liability to enhancement. Usually the rent was so fixed that it was below the actual revenue, so as to profit the holder. (*cf.* Wilson's Glossary, p. 322, and *Azamul Atiyat*, p. 57).

Maqta Jagir Yaumiya: Grant of *Jagir* by virtue of which daily payment can be enjoyed.

Math (H., S. and Tel.): Hindu monastic order or order of monks, or a Hindu or Jain monastery.

Mauza (A. and U.): Village, hamlet.

Mir Adl (P.): An administrator of justice under the Mughals.

Mir Arz, Arz Begi: Mughal officer in-charge of petitions.

Modi (Mar.): Lit., 'to break or separate'. The common business hand; the broken or cursive writing used by Marathas on ordinary occasions; the Marathi-Modi script.

Moin (A.): deputy.

Moin-ul-Maham (P.): Minister of State, a deputy minister. (*Sadr-ul-Maham*: Cabinet Minister) [*q.v.*, Footnotes at p. 101.]

Muchchevaru (Tel.): A functionary employed in public offices to make quills, pen-holders, parchment papers of required sizes, *etc.*, and to provide these materials on payment to members of the public, and to seal epistles, write petitions of a stereotyped nature, bind books, *etc.*, from the times of Qutb Shahis, the Marathas and the East India Company till the early 1900's. [*Muchchevadu* (mediaeval Tel.): Scavenger.]

Mufti (P.): *Muftis* were Muslim officials who were expected to be learned, scholarly and god-fearing men of high religious principles, honesty and integrity. *Muftis* were jurists who were erudite in Islamic Law.

Muezzin (A., English and U.): The Muslim official crier in a mosque who calls the faithful to the congregational prayers at the specified hours (from the Arabic, *mu' adhdin.*)

Mufassal (A.): Local, parochial; also *Moffusil, Mofussil*.

Muharrir (A. and U.): A clerk, a scribe, a writer (*Muquarrir*—speaker).

Muhtasib (A.): Public censor (*Islamic* law).

Muhtasim Jang: A title.

Mulki (A. and U.): An institution or person of local domicile; of or from the home terrain, as opposed to the outlandish.

Mulla, Mullah: A Muslim theologian, scholar or divine; a traditional doctor of Islamic Law. (also *Maula, Moulana, Maulvi.*)

Munir-ul-Mulk: A title.

Munshi (U. and A.): A writer, a secretary; Applied by Europeans usually to teachers of Indian languages.

Munsif (U. and A.): An Indian civil judge. Village Munsif. District Munsif. Principal *Sadr Amin*.

Muntakhab (A.): Certificate of regular holding of grants.

Muntakhabajat: Plural of *Muntakhab*.

Murasalajat (P.): Correspondence. (*Murasala*—letter, pl.—*Murasalajat*.)

Mutamad: Secretary.

Mutsaddi: A clerk, a writer, accountant.

Mutsaddigiri: The office or institution of a writer or clerk.

'N'

Naib (A.): A deputy, a representative, a lieutenant, a viceroy. (*q.v.*, the entry *Nawab* in this Glossary.) [*Naib Amin*—Sub-Divisional Magistrate, or Sub-Collector.]

Naib Muhtamin: A deputy functionary of a department of the division in the Nizam's Dominions.

Naib-vazir: Deputy Chief Minister or Deputy Prime Minister.

Naikwar (U.), *Nayakvaru* (Tel.): A petty official in forts or police stations having under his authority ten to sixteen men.

Naubat (P.): noun-'Drum'; a Kettle-drum; verb—'keeping watch, relieving guard.'

Naubat Pahad: The name of a hill located near Adarshnagar in Hyderabad, overlooking the Andhra Pradesh Government Secretariat, Saifabad, and the Hussain Sagar. In the days of the Qutb Shahi sovereigns of Golkonda—Haidarabad and the Nizams till the time of Nawab Sir Afzal-ud-Daula Asaf Jah V (1857-1869), all important *firmans* used to be proclaimed by royal heralds with the official beat of drums from *Naubat Pahad* or Drum Hill (roughly 48.7 metres or 160 feet above the surrounding terrain of Hyderabad.) There are scattered remains of the fabulous *Bagh-i-Dilkusha*, a private royal garden, with all its appurtenant buildings meant to be used by the royal seraglio, which is said to have been laid out by Sultan Muhammad Qutb Shah (1612-1626 A.D.). Correctly speaking, that spur of *Naubat Pahad* on which the *Sri Venkateswara Devalayamu* stands to-day used to be known as *Kala Pahad* or "black hill" (height: 30.4 metres or 100 feet above the surrounding *terra firma*). It is now known as *Venkatadri* hill, or the hill of Lord Venkateswara. [*Naubat Pahad* stands 518 to 567 metres (or 1,700 to 1,860 feet) above MSL (mean sea level). *Kala Pahad* or Venkatadri hill stands 518 to 549 metres (or 1,700 to 1,800 feet) above MSL. Hyderabad Airport is 548 metres (or 1,797 feet) above MSL.]

Navis (P., Mar. and U.): A writer, a clerk, an assistant. (*Wasil-bahi-navis*—a writer of receipts, expenditure, accounts, *etc.*).

Nawab (H., A., U., *etc.*): Nobleman (Anglo-Indian word: Nabob). Provincial governors were officially styled as *Nawabs* during the Mughal period. (Hindi—*nawab;* Arabic—*nawwab*-respecful, worthy of respect, the plural of *naib*-deputy.)

Najaru (Tel.), *Nazar* (U.): A gift, a present, an offering, especially one from an inferior to a superior, a holyman, a prince. (*Nazrana*—gifts.)

Nazim: An administrator of a territorial area or the head of a government department.

Nazim-i-Jamabandi: Chief Jamabandi Officer who presides over the *Jamabandi* session where the revenue accounts for the years of a village/*taluq* are finalised (at the time of *Jamabandi* today, the Sub-Collector or the Collector.)

Nazir (A.): An inspector, a supervisor, an officer of the court charged with serving summons or taking depositions or making enquiries.

Nazm-i-Jamiat: Irregular army of the Nizam.

Nazim-i-Daftar-i-Diwani-wa-Mal: The head of the archival office, *Daftar-i-Diwani-wa-Mal,*—the precursor of the Director, C.R.O., and the present D.S.A. of the A.P.S.A. [*Nazim*: chief, head.]

Nazim-i-Jamiat: Chief of the Nizam's irregular army.

Nazm-i-Uroob: The Arab force of the Nizam.

Nirkhi (P.): An official who values the market rates and checks weights and measures.

Nizamat-i-Atiyat: Directorate of land grants. (*Nazim Atiyat*: Director of land grants.)

Nizam-Yar Jung: A title, meaning a gentleman (warrior) noble who is a trusted friend of the Nizam.

'O'

Objet d' art (French): an object of artistic worth or curiosity [pl.—objets d'art.]

'P'

Paigah (P.): a *jagir* assigned by the Nizam for the maintenance of troops.

Paimaish (P.): Survey of land (revenue term.)

Paisa, pie (U., H., and Mar.): A pice was a copper coin valued at four to the anna and 64 to the rupee. 12 Pies made one Anna, and 192 Pies made one Rupee, Today. 100 Paise make one Rupee.

Palegar (also *Pallegar,* Polygar*) (Tel.): feudal chief of a *Palem* or local area.

Panchayat (H., S. and Tel.): A council. A village council. A council of leaders and elders, traditionally five in number, convened to decide on any question.

Pargana, Paragana (P.): A territorial division. [S.—*Pragana.*]

Paragana-e-Petalchore Paragana-e-Narkhora: Names of two *Paraganas* in the Nizam's Dominions.

Parwana (P.): A royal order. [Old Persian—*Framana;* S.—*Pramana.*] [pl.—*Parwanajat.*]

Patwari: A village official in-charge of keeping the revenue, cultivation, irrigation and other accounts and who oversees land tenures and determines the land revenue payable. He is in-charge of registers pertaining to the record of rights. (*Thalkurniyan* are divisional accountants performing the *Patwari's* functions in mediaeval times in certain kingdoms.)

Peetham (S. and Tel.): Seat of a Hindu deity, or of a Hindu religious leader or pontiff.

Peshkar (P. and U.): An agent, a deputy, a servant (*Peshi*: 'in front of'), some one who stands before or below someone else. [Old P.—*Pes;* Pehl.—*Pesh;* S.—*Para;* Z.—*Para.*]

Peshkash (P. and U.): Tribute, tax, lit., 'what is first drawn'. First fruits. Revenue exacted from great Zamindars in the Northern Sarkars and from the Palegars of the South.

Pie (English): A small copper coin. The smallest part of a rupee rated at 3 pies to a pice, 4 pice to an anna and 16 annas to a rupee. A pie is the twelfth part of an anna. [A bronze coin of the former British Government of India.] Derived perhaps from the old Marathi *Pai,* lit., one-fourth, or *Pau* (H.) —one-fourth. [*cf., Paisa supra.*]

'Q'

Qabala (A.): A document pertaining to the title of immovable property.

Qaulnama (P.): A written voucher granted to the revenue payers signifying terms. Lease of tenancy. [pl.—*Qaulnamajat.*]

Qazal-bashi, Qizil-bashi [Kazakh, Turkoman (Turkic), and Turkish]: [*qizil*: red, and *bashi* (from *bash*), the head'] A Mughal soldier. The Qazal-bashis are supposed to be the descendants of the captives given to Shaikh Haidar by Timur (Tamerlane) [1369-1405]; they wore red caps assumed by those captives to be a mark of distinction, and were considered as the crack troops of Persian-Afghan armies. *Qazal-bashis* fought in Mughal campaigns against the Deccan Sultanates.

*Anglo-Indian English word of John Company's period.

Qazzaqi (Kazakh, Turkoman (Turkic, and Turkish): Originally, this word, in Turkic languages, meant "a free-booter"; A Cossack or Kazakh soldier of the Mughal army's Cossack units/divisions; a Soviet citizen of the Kuzakh S. S. R.; a resident of Kazakhstan.

Qazi-u-Quzzat (A. and P.): Grand Cadi, the chief civil judge, under *Qanun-e-mustafa,* or Muhammadan government, run in accordance with *Shariat* Laws.

Qiladar, Qaladar (P.): Commandant of a fort, castle, garrison.

Qabul (A., P. and U.): Revenue lease; deed. "A written agreement, especially one signifying assent as the counterpart of a revenue lease................. or the document in which a payer of revenue, whether to Government or to Zamindar or to a big farmer, expresses his consent to pay the amount assessed". plural—*Qabliyat;* also, *Kabuliyat.*)

Quli (Turk.): A slave, a coolie, a porter.

Qushun (Turk.): A large body of troops; an army unit.

'R'

Radif Ain: The alphabet *Ain* in the Urdu *alphabet.*

Radif Alif: *Alif,* the first alphabet in the Perso-Arabic alphabet and the Urdu alphabet.

Rahadari (P.): Document of safe conduct. [*Rah* (P.)—road, path; Pehl.—*Ras;* S.—*Rathya;* Z.—*Raithya.*]

Roshan Raqam (P.): lit., glittering script. Title given to a good calligraphist.

Rupee (S.): This word is derived from *Rupyakani* in old Sanskrit. A silver coin. The general currency of India. Remodelled in 1835, the Company's Rupee was given a standard weight and fineness with English inscriptions and the head of the British sovereign. The Rupee was valued at roughly two shillings or about three and a half rupees to a pagoda. It was divided into 16 annas, with 12 pies to the anna. *Sicca Rupee* meant the East India Company's Rupee minted in the Alipore (Calcutta) and Bombay Mints.

Rusum (A.): Fees, perquisities *etc.,* allowed especially to the officers such as *Deshmukhs, Deshpandiyan, etc.*

Rusum-daran: holders of *Rusums.* (Rusum, A: *daran,* P.).

Ryot (English), *Raiyat* (P.), *Raiyatu* (Tel.): A subject, a cultivator, a peasant. This term is confusing because: (1) it does not distinguish between the big cultivator, the wealthy leader and member of a village elite, and the indigent cultivator who may be a bondsman; and (2) its similarity to *rayadu, rayalu* or *rayudu* (Prince, leader, or high noble). The Vijayanagara word, *Raya,* meant prince, nobleman. [from *Raiyah, Ra'aya* (A.)—flock or herd; peasantry.]

Ryotwari (Tel.): A revenue system in which theoretically an agreement is made between government officers and each individual cultivator actually tilling the soil once a year for a tax payable in cash/money.

'S'

Sad (P. and Pehl.): a hundred; a century. [S. and Z.—*Sata.*]

Sadr (A.): Chief, supreme, central, the opposite of *mufassal*.

Sadr Adalat: Chief Court.

Sadr Mahkama-i-Malguzari: Chief Controlling Revenue Authority. (The precursor of the Board of Revenue.)

Sadr-ul-Maham: Cabinet Minister (*cf*., footnote on p. 101.)

Sadr-ul-Maham Adalat: Minister of justice.

Sadr-us-Sudur (A.): Head of the ecclesiastical department.

Sahasranamam (S.): A prayer or litany to a Hindu God or deity containing around 1,000 names/verses.

Sahibzada: Prince. The son of the ruler is termed as such. [His brothers, cousins, *etc*., are called *Murshidzadas*.]

Samasthanam (S. and Tel.): Hereditary (Ancient) Hindu fief.

Sanad: A royal order; an imperial edict; a patent of office, rank or nobility.

Sardar: Chief, Commander, the head of an armed unit.

Sardesai: Title of a high official of the State.

Sardeshmukh (Mar.): Title of a high official of the State. [*q.v.*, footnote no. 2 on pg. 141.]

Sardeshpandiya (Mar.): Title of a high official of the State.

Sarf-e-Khas (P. and U.): land, *etc*., relating to the crown.

Sarkar, Circar (P., U. and H.): The State, the government, Supreme authority. The organization, the administration, the management, the department, the province. The 'Northern Circars' were a province comprised of district administrations.

Sarkar-i-Alyee (P. and U.): This term means the Nizam's Government. As a suffix/epithet this term means "part of the State (governmental) establishment". (This nomenclature was used as a titular suffix by governmental establishments at the State level in the Nizam's Dominions. The Government of (British) India in Calcutta was known as *Sarkar-i-Azmath Madar*.)

Sarlashkar (P.): Commander of the army.

Sar-rishta (P.): Chief connection, thread of relationship. A record, register, employment, or a record office's jurisdiction. (from *Rishtadar*—Kinsman.) This word is the root for *Sherista, Sheristadar, Sheristakhana, etc.* [*Rishta*—relationship.]

Sarvasri, Sarvashri (H., S. and Tel.): Messieurs, Messrs.

Satyagraha (H.): Civil disobedience movement launched by Mahatma Gandhi. (*satya*-truth, *agraha*-firmness.)

Saundarya Lahari (S.): A prayer composed by Adi Sankara containing 103 verses, in praise of the supreme deity, the Devi Sri Lalita Tripurasundari.

Shariat (A.): Islamic Personal law.

Sheghdar: Section clerk (*Sheqdar* in popular though incorrect parlance.)

Shikasta (P.): A type of script in the Persian language.

Shri, Sri (S.): Mister, Monsieur, Senhor. (*Sri* is also used in Sanskrit as a honorific prefix to the names of Hindu deities).

Sicca: Currency, (Sicca Rupee: The East India Company's Rupee, first coined in the name of the Mughal Emperor (up to 1857) and later in the name of the British King.) [*cf., Rupee* in this Glossary.] The older Arcot Rupee (of the Nawab of the Carnatic) was very nearly of the same value as the Company's Rupee.

Sipah-Salar (P.): Commander-in-chief of the army.

Siyaha Asnad-wa-Ahkam: Description of formal orders and documents of grants.

Siyaha Jagir: Document of a *jagir*.

Siyaha Rozana: Diary on daily events pertaining to a court.

Siyaha Tankhwahdaran: Description of a salary holder.

Subah (P. and U.): A Province of the Mughal Empire.

Subahdar: The governor of a province (Mughal administration).

Subahdari: A Governor's office, charge and jurisdiction in Mughal administration.

Subedari: The office of a *Subedar* or a Commissioner of a Division, in the Indian State of Hyderabad.

Sultan: King, sovereign. (plural—*Salatin.*)

Sri Lalita, Sri Lalita Tripura Sundari: The supreme female deity of Hinduism identified with Durga or the Divine Mother Shakti, consort of Lord Siva, the destroyer of evil forces and the protector of the good; the full nomenclature is *Sri Lalita Maha Tripura Sundari Parabhattarika* who is the supreme deity of the Sri Chakra which represents the cosmos, the universe and eternity. Sri Devi or Sri Lalita is the Heroine of Adi Sankara's *Saundarya Lahari* and of the Tantra and of all Tantric texts, and is mentioned in the Vedas, the Brahmanas and the Upanishads. The worship of *Sri Lalita Tripura Sundari Adi Parashakti*, or the female principle, is known as Shaktism, in Hindu religion and philosophy.

Swatantra Samaramu (Tel.): War of Independence.

T

Tafweeznama (P.): Report of handing over.

Tafweez Namajat: Plural of *Tafweeznama.*

Tahsil (A.): Collection, revenue collected from land from a group of villages, connoting a sheef or village accounts from which revenues are determined; also tehsil.

Tahsildar, Mamlatdar: In India, from mediaeval times till today, a *tahsildar* is a revenue official incharge of a part of a district called the *taluk* or *tahsil*. He has magisterial functions also, and maintains law and order in the taluk, under the overall control of the Collector and District Magistrate who is the head of the police in the district, and to whom the District Superintendent of Police is subordinate. [Below the District Magistrate there is a supervisory second-tier revenue official known variously as Sub-Collector, Deputy Collector or Sub-Divisional Officer, who is also the Sub-Divisional Magistrate who maintains law and order and is in charge of two or more taluks. In some States in India, above the level of the Collector and District Magistrate, or Deputy Commissioner, there is a senior officer known as the Commissioner of the Division who has two or more Collectors' districts under his supervision. Commissioners of Divisions and District Magistrates are senior officers borne on the I.C.S./I.A.S. cadre of the State.]

Talayaris (Tel.): Village policemen; village servants entrusted with police functions.

Taluqa/Taluk (A.): A revenue area which is part of a sub-division of a district. (A district has sub-divisions and they in turn are divided into *taluks*).

Tankhwahdar: Salaried person (plural—*Tankhwadaran.*)

Tarikh (P. and U.): History.

Thana (H.): Outpost, police-station.

Thanedar: Commander of a small fort in Bahmani, Qutb Shahi and Vijayanagara times. This official, often a feudatory or a vassal, was also placed in charge of a small extent of territory around the fort. An officer in charge of a *thana* was formerly under the *Faujdar* or area military commander and was employed along with a small force (usually an irregular force which included local toughs in the nature of *grex venalium* and mercenaries) for protecting the countryside and for enforcing the payment of land revenue. A *thanedar* was also sometimes only a petty police official subordinate to a *Darogha*.

Tugh (Mong., Turk.): A Mongol standard having two yak tails fastened at the end of a cross piece to the pole.

Tughra (Mong., Turk.): A Mongol standard inscribed or embossed on a document. [*Tughrik* (Mong.): money, currency; anything of pecuniary or fiduciary value; The *Tughrik* is the principal unit of currency today in the Mongolian People's Republic.]

Tirupati: The seat of the omnipotent Lord Venkateswara of Tirumala and Tirupati. Tirupati is located in the Chittoor district in Andhra Pradesh. Lord Venkateswara was the patron—God of the Vijayanagara emperors including the great Krishnadevaraya. He is reckoned to be the Protector of the Telugu people and the Andhra race.

'U'

Urs (U.): An annual function held in a *dargah* in honour of the Muslim saint buried there.

'V'

Vande Mataram (S.): This word means "Salutation to the (Divine) Mother" (*i.e.*, Mother India); A national song composed by Bankim Chandra Chatterjee; The nationalist movement in Hyderabad State using as its focal and rallying point the national song of "Vande Mataram".

Varnasramadharma (S.): Division of Hindu society in ancient times into the four castes of Brahmanas, Kshatriyas, Vaisyas and Sudras, membership of which castes was at first largely functional but later determined by birth.

'W'

Wahabi, Wakil/Vakil: An agent or ambassador, or representative.

Wakil-i-Mutlaq, Diwan-i-Mutlaq: Vice-regent of the Mughals; viceroy with full plenipotentiary powers.

Wakf/Waqif/Aukaf: Muslim religious endowment.

Waqai Navis: Sometimes called the *Waqa-i-nigar*, the *Waqai Navis* was the person or agency through which the central government kept itself abreast of day-to-day developments in the provinces. The *waqai-navis* was stationed at the provincial capital and reported to the emperor every major or minor event of note. Sir Jadunath Sarkar says that this official's reports were first "communicated to the subahdar or, in the case of a field-army, to the general in command, before being despatched to the emperor." (*Wakia*—incident; plural—*Wakai*.)

Waqa-i-Nigar (P.): Diarist.

Wasul (Mar.): Collections, revenue, rent, *etc*. Money annually received (realized) by government properties or through bankers.

Watan: One's native land; also denotes the offices of village officials like *Patwari, Patel, etc*., which were hereditary.

Wazir (Turk.): Minister, Vizier. (Turk.—*Vezir*, A.—*Wazir*: burben-bearer, from *Wazara* (verb): to bear, carry burdens.) [*Wazir-i-Azam*—Prime Minister, Grand Vizier.]

Wazn-i-Akbari: A system of weights (and measures) standardized by Akbar.

'X'

Xavier: Saint Francis Xavier (Francisco Javier) [1506-1552], "the Apostle of the Indies," the mediaeval Spanish Jesuit missionary whose ecumenical and ecclesiastical labours in India, the East Indies and Japan are legend. There are references to him in the archives of the Portuguese and Dutch East India Companies, the former in Goa. The Saint's embalmed boy is preserved in Goa.

'Y'

Yaddasht (P.): Memorandum. [Please see *Archival Thesaurus infra* for comprehensive definitions of 70 different types of *Yaddashts* in Mughal administration and Mughal archives.]

Yaddasht-Amal-i-Sardeshmukhi: Memorandum on the working of the *Sardeshmukhi* system in an area. [*cf*., footnote no. 2 on pg. 141.]

Yaumiya (A.): Daily allowance [*Yaum* (A.)—day.]

Yogi (S.): Hindu ascetic.

Yomiadar: Holder of *Yaumiya* (daily allowance).

'Z'

Zabita (A. and P.) (pl.—*Zawabit*): A universal rule; general canon; established practice; a collection of rules and regulations. (*Zabita* is in the nature of an addendum to a *Dastur* to which it is an appendage and is subordinate. *cf., Dastur-ul-Amal, supra.*)

Zakat (A.): Taxes, collected by rebels from travellers in mediaeval India for safe passage and safe conduct; a tax levied by the State under *Qanun-e-Mustafa,* or Islamic government run in accordance with *Shariat* laws.

Zamindar (P.): A land (*zamin*)—holder (*dar*), one of five hereditary Hindu revenue officers who became self-styled Rajas just prior to the arrival of the British and who were made landed proprietors over their huge estates in 1802.

Zamindari: Hereditary ownership of lands (granted by the State), the land-holder being liable to pay the land revenue.

Zamorin (Portuguese): This was the title of the Hindu king who reigned in Calicut (Kozhikode), now in Kerala, on the Arabian Sea Coast. Vasco da Gama (1469-1524), the famous Portuguese navigator, who discovered the sea-route from Europe to India around the Cape of Good Hope (Africa), first arrived in India in Calicut in 1498 A.D. He waited on the Zamorin of Calicut. (For Vasco da Gama's dealings with the then Zamorin and other princes of littoral Indian principalities, reference is invited to Danvers, *The Portuguese in India;* Whiteway, *The Rise of Portuguese Power in India;* and Prestage, *Vasco da Gama.*) The *Kollathiri* of Cannanore and the Raja of Cochin, rivals of the *Zamorin,* aligned themselves with Vasco da Gama!

The word *Zamorin* is a Portuguese corruption and is derived from the Malayalam word *Samutiri* (abbreviation: *Samuri*) which in turn is derived from the Sanskritic *Samudrin,* 'The Sea-lord' (see *Hobson-Jobson,* pg. 977). Ball says that *Samutiri* is a corrupt form of *Swami Sri,* "Lord Master" (see Tavernier, Vol. I, p. 89). M. de Thevenot refers to the *Zamorin* as "Samarin", and says he was an "Empereur" (French—*emperor*). *Samorin* also is Portuguese.

Zat (A.): A person, body, self; personal [bodyguard(s).]

Zillah (A., H. and Tel.): A division or district. A collectorate. The territorial extension of a tract. A territorial jurisdiction and limitation; A part of a whole. A province.

Zunnardar (U.): A Brahmin. (lit., a (cross—) belted one).

Nota Bene: Key to abbreviations used in the above glossary (names of languages within brackets) is as follows:—

A.	Arabic.
H.	Hindi.
Mar.	Marathi.
Mong.	Mongolian (Mongol).
P.	Persian.
Pehl.	Pehlevi.
S.	Sanskrit.
Tel.	Telugu.
Turk.	Turkish.
U.	Urdu and/or Hindustani.
Z.	Zend [Zend-Avestan.]
lit.	literally.

ARCHIVAL THESAURUS

[*A Glossarial Thesaurus of Civil Administrative, Military, Revenue, Judicial and Legal Terms in Mughal Archives and Mughal Administration.*]

(1) A *Farman* is an edict or order issued by an oriental sovereign. Though, by and large, all *farmans* of mediaeval Indian rulers are of the same pattern basically, the *farmans* of different rulers and States vary in style, form, size, *etc.*

The Mughal *farmans* of the time of Jahangir (1605-1627), Shah Jahan (1627-1658) and Aurangzeb (1658-1707) are generally of the size 82.5 × 39.5 cm., and are executed on hand-made quality paper and are recorded in good *Nastaliq*. The top portion is headed by a religious phrase, *viz.*, "Allahu Akbar" (=God is great), superimposed on the hand-made paper in vermillion or deep saffron colour. Below this phrase is a monogram or *Tughra* which is painted or calligraphed in vermillion colour with strokes and dots (in black Indian ink) covering a space admeasuring 7.0 × 5.5 cm. The text of the *Tughra* for Shah Jahani *farmans* opens with the words: "*Farman* of Abdul Muzaffar Shahabuddin Muhammad Sahib Qiran-i-Sani Shah Jahan Badshah-i-Ghazi". On the right hand side of the *Tughra* is affixed the square imperial seal of 5.7 cm., bearing the monarch's name and genealogy.

The text of the *Farman* commences below the *Tughra* and seal. It comprises of three sections which are inter-connected or knit together by two or more compound or complex sentences. The first section contains a brief statement of the history of the case and the name and address of the addressee. The second section spells out the actual orders in the *Farman.* The third section contains (*i*) orders to all officials concerned; (*ii*) the terms and conditions of grant; (*iii*) the procedure to be observed while implementing the orders; and (*iv*) the date of the orders.

The date is recorded either in *Tarikh-i-Ilahi* months and the regnal year of the emperor, or in Arabic months with the regnal year, and/or Hijra year, partially or wholly in figures and/or in words.

The aforesaid description is that of the observe of the *Farman.* On its reverse there are several entries of which the most important is the *Zimn* or *Ibarat-i-Zuhri.* This entry gives the history of the case, other details like the nature and type of grant, the amount involved, the place of grant, *etc.* Besides the *Zimn,* there are also entries of the *Waqai Navis* and/or other officials. The reverse of the *farman* also often contains the acknowledgment of copies of the *farman* by field officials for implementation, under the official seals of the respective officials.

(2) *Nishan* means a mark, sign, signal, emblem, ensign or flag. The Mughal *Nishan* means a subsidiary order (issued in terms of a *farman*),

and resembles a *farman* in respect of general format, style, size and contents. The first two lines of a *Nishan* are in an abbreviated form as in the case of a *farman.*

While the *farman* is issued by the emperor, a *nishan* is issued by a prince who is in-charge of a territory, and whose seal is affixed on the top. A *nishan* contains two *Tughras.* The upper *tughra* reads "According to the *farman* of the Emperor Jahangir, Shah Jahan or Aurangzeb (or name of other emperors as the case may be)...........". The lower *tughra* reads as follows: "The exalted *Nishan* of the distinguished Prince (his name, *etc.*)". The colour pattern of the *tughras* of the *nishans* varies from Prince to Prince. The opening line of the document itself indicates that the document is a *nishan.*@

(3) *Sanad*: There are a very large number of *sanads,* issued by Bahmani and Qutb Shahi sovereigns and Mughal emperors, in the archival collections of the Andhra Pradesh State Archives. Wilson defines a *Sanad* as follows: "A *Sanad* is a document conveying to an individual any emoluments, titles, privileges, offices or the Government rights to revenue ruling authority".

Sanads generally deal with grants either of cash or lands. The following items comprise the chief characteristics of a *Sanad*:—

(*i*) The seal of the granting (issuing) authority.

(*ii*) Particulars regarding the name and address (or description of the place of residence) of the beneficiary.

(*iii*) The nature of the grant, *i.e.,* whether *inam, madad maash, etc.*

(*iv*) The administrators or authorities on whom the duty of implementation of the *Sanad* devolves.

(*v*) Details of the grant, such as specifications and details of the land or the revenue collection involved.

(*vi*) The conditions of the grant or the obligations/exemptions from certain levies, tolls, taxes, *etc.*

(*vii*) The obligations and duties of the grantee consequent on the grants.

(*viii*) The action required to be taken by the administrative authorities concerned to implement the orders. (In some *Sanads,* a time-bound schedule, with instructions to report compliance is given.)

(*ix*) Date in Hijra year, *Ilahi* year, regnal year, *etc.*

@ cf., p.14, *Mughal Archives* (Volume I); APSA, Hyderabad: 1977; for a *Nishan* issued by Prince Khurram (Shah Jahan) during the reign of Jahangir in 1026 A.H. Copies of *Siyaha-i-Huzur, Siyaha-i-Wqaai, and Siyaha-i-Sawaneh* are also reproduced n that book.

(x) In some *Sanads*, an abstract of the details of the grant are given on the reverse of the *sanad* in the form of *Zimn* or *Ibarat-i-Zuhri* or *Zuhr*.

The particulars detailed at (*i*) to (*ix*) above are on the obverse, and those at (x) above are on the reverse of the *Sanad*.

(4) A *Parwana* (also known as *Parwancha* in Mughal administration) is an administrative document issued by a king, or a noble who holds public office, and is similar to a *Sanad* in format, significance, and contents. It bears the seal of the issuing authority. A *Parwana* deals with matters like the grant or enhancement of a *jagir, mansab* or *tankhwah* (salary), *etc*. Sometimes a *Parwana* is in the nature of only a *Takid* or reminder.

The contents of a *Parwana* open with a list of *Deshmukhs, Deshpandiyas, Desh-Kulkarnis* and the addresses or places of residence of the grantee, the nature of the grant, and its conditions. The nature of the grant is then spelt out. The document concludes with a set of instructions to the addresses and grantees. The date is recorded at the end. Like a *farman*, a *parwana* also contains a *Zimn* on the reverse which also gives the history of the case, details of the grant and other connected particulars.

Most of the *Parwanas* and *Parwanchas* in the archives of the APSA are attested copies retained in the office of the *Bakshi-ul-Mulki*.* It is, therefore, likely that these copies may vary from the original orders. These copies have other documents such as *Yaddasht-i-Waqiah* or *Muchalka* (agreements) appended to them at the end as enclosures.

(5) A *Wajib-ul-Arz* is a kind of note submitted by an inferior to a superior authority asking for orders regarding the issues specified in the note. The various items on which orders are sought are tabulated or arranged in separate columns. The name of the petitioner is given at the top of the petition, at the beginning of the text. The first item commences with the phrase, '*awwal an ke*' ('the first is that'). All the other items which follow are detailed, the opening phrase for them being '*digar an ke*' ('the other is that'). Each item concludes with phrases like '*har che hukm shawad*' (or '*har che amr shawad*') ('as may be ordered').

At the end of each item in a *Wajib-ul-Arz*, some space is left blank. This space is meant for the purpose of recording the orders issued in respect of each item. A *Wajib-ul-Arz* is presumed to be presented to the king, provincial governor, or any other appropriate authority by the *Arz Begi* and the relevant orders verbally uttered or communicated by that authority were faithfully entered in the space left blank below each item. There was always a superscription "Allahu Akbar" (God is great).

**Bakshi-ul-Mulki* was a Mughal officer in charge of military administration as well as military intelligence, many of whose functions were of public importance and were csivil administrative in nature. He was incharge of smooth functioning of the *Manabdari* system in his jurisdiction.

It is thus that a *Wajib-ul-Arz* came to be written in two hands. The dates of orders regarding each item were recorded at the end of the orders respecting the *last item.*

(6) A *Yaddasht-i-Mulazamat* in Mughal administration is an *Aide Memoire* or a memorandum recorded in respect of a person who has had the privilege of attending the court paying his respects personally to the Mughal Emperor, or his Viceroy, as the case may be, by appearing in person before the sovereign or his viceregent in the Durbar. Such persons had to present by way of an offering or *Nisar* (or *Nazar*) some payment either in cash or in gold coins (*Ashrafi* coins) or jewellery or other suitable articles of gift, to the sovereign or the Viceroy. An analysis of hundreds of Mughal imperial and provincial documents which come under the category of *Yaddasht-i-Mulazamat* by the author have led to the identification of the following salient features of this type of official document:

(*a*) A *Yaddasht-i-Mulazamat* contains the name of the person who has had the unique privilege of *mulazamat* or paying respects by personally appearing in the Mughal imperial Durbar or the Mughal Viceroy's Durbar;

(*b*) the name of his father or a close reference and the particulars of their places of residence, addresses, *etc.;*

(*c*) his specific rank in the Mughal *Mansabdari* system or in the order of precedence in the court, details of which are shown in terms of *Zat* and *Sawar* immediately under his name, including particulars of village/town and the *Subah* or Province to which he belongs;

(*d*) if he is an official, the place of his official posting from where he came for the official *Mulazamat;* and if he is a citizen, the normal place of his residence;

(*e*) the details of his offering are indicated under sub-heading "*Nisar*", in case of cash, *i.e.*, the number of Mughal Rupees or gold *Ashrafis;* and if the offerings are in kind like jewellery, horses, books, *etc.*, the full particulars thereof are shown under a different sub-head, "*Peshkash*"; and,

(*f*) the date of appearance of the official or citizen in the Durbar. The date is with reference to only the Regnal year of the sovereign, on the reverse of the documents, but dates have casually been specified in several *Yaddashts* both in words and figures, with corresponding Hijra year on the top margin of a *Yaddasht-i-Mulazamat* in the form of an official endorsement.

The details of regarding the perusal of a *Yaddasht-i-Mulazamat* are recorded by way of endorsements such as "*Mulazamat namood*" or "*ba*

nazar dar amad" by the concerned authorities. Sometimes, details regarding the entry of this *Yaddasht* into other relevant official documents like *Siyaha-i-Huzur, etc*,. are also recorded. Most of the documents have superscriptions such as "Allahu Akbar" or sometimes a symbolic calligraphic stroke standing for "Allah bismillah" or just "Bismillah".

(7) A *Siyaha-i-Huzur* is a diary or calendar of day-to-day happenings at the royal court and it recorded the King's movements and utterances. A *Huzur Nawis* was generally appointed to record the *Siyaha-i-Huzur* documents. There are alo references in Mughal documents to other functionaries likę *Huzur Nawis* and *Waqiah Nawis*. There are records to show that there were 12 to 15 such news writers and reporters who were appointed at a court at any time. Two to three of them were required to be present every day and it was their job to record in the diary whatever the King said or did and whatever events or matters the ministers and officers brought to his notice. They also recorded details regarding the routine life of the king such as his appearing at the *Diwan-i-Am* or the hall of public audience or in the *Diwan-i-Khas* or hall of private audience, his retiring to the palace or to the seraglio, the entertainments and public functions attended by him, the visits of foreign personages, the presentation of credentials by foreign envoys and diplomats, and so on and so forth.

An *Amir* or high ranking person in the Durbar supervised the preparation of the *Siyaha-i-Huzur* which he would place before the king for the royal approval. After the King's approval the *Siyaha* was passed over to writers or clerks who prepared copies of each order and report contained in the *Siyaha-i-Huzur*, and subsequently copies thereof were handed over to the persons or the officers concerned for record. It was also authenticated by the *Parwanchi* who had laid it before the king. The report thus prepared was called an *Yaddasht*.

Each folio bears an endorsement on the upper margin "*ba nazar dar amad*" meaning "seen", which was made by the approving authority as discussed above. *Subahdars* of the provinces in their capacity of viceroys of the Mughal Emperor also kept such diaries which were called *Siyaha-i-Huzur* at a provincial level.

These documents bear the title *Siyaha-i-Huzur* on the top. Below that the name of the month and the Regnal year is indicated. Under that the name of the day of the week is recorded in Arabic. Below the name of the day came the date. The name of the day on the first folio is recorded in a long hand stretched from margin to margin, but on subsequent pages of the folios, it was made very short and written close to the name of the month which is just below the title. The aggregate number of folios was indicated on the first folio in Arabic numerical signs. In single folio documents the number is indicated by the word *fard* and in the case of documents with two folios, by the word *fardan*. In the case documents where there were several folios the word

fard precedes the Arabic numeral indicative of the total number of folios. All the subsequent folios bore numbers in Arabic figures.

Every event major or minor was recorded separately and there was a certain method of indicating the beginning of an item. Most of the *Siyaha-i-Huzur* documents of several Mughal reigns have been found to be in very bad and illegible *Shikasta* writing which indicates that the *Huzur Nawis* must have jotted down the event in the imperial court either standing or in inconvenient postures without having the facility to sit down or write conveniently. The *Siyaha-i-Huzur* is a basic record of all orders verbally issued by the emperor or the viceroys. It generally includes primary source material which later on become the main text of several other official documents like *Yaddasht-i-Mulazamat, Nishan, Parwancha, Sanad, etc.*

(8) *Siyaha* means blackness. *Siyahi* means (black) ink. Hence *Siyaha* means anything that is written. *Siyaha-i-Waqai* is a news report recorded by a *Waqai Nawis*. These were about daily events in the Mughal court. *Waqai*+(singular—*Waqya*)—events, occurrences, incidents. *Siyaha-i-Waqai* documents belonging to the days of Shah Jahan and Aurangzeb indicate that they comprised of a lot of material pertaining to matters of law and order, or such other subjects which were under the jurisdiction of the police and the *Kotwals*.

(9) *Siyaha-i-Sawaneh*: *Sawaneh* is the pl. of *Saneha*. It means accidents, occurrences or events. *Siyaha-i-Sawaneh*, therefore, means a news-report. These news reports or news letters contained actual accounts of the occurrences at a place, and were recorded by *Sawaneh Nigars*. (intelligence-men or newswriters who were appointed to work in all the provinces of the Mughal Empire.

The general pattern of *Siyaha-i-Sawaneh* and *Siyaha-i-Huzur* are the same, as far as the entry of the dates, items of news, and other structural and scriptory features are concerned. The *Siyaha-i-Sawaneh* may comprise of news of an official or non-official nature emanating from the same place from which the *Sawaneh Nigar* concerned has been reporting. All these documents of *Siyaha-i-Sawaneh* category record items as diverse as the emperor's inspection of troops or elephants, an incident of thievery in a city mansion, the summary trial of criminal case, the elopement of a woman with her neighbour, rise in the market prices of certain commodities, *etc.* The main distinguishing feature of the *Siyaha-i-Sawaneh* is that it is based on intelligence reports. *Siyaha-i-Sawaneh* overlaps *Siyaha-i-Waqai* and *Siyaha-i-Huzur* sometimes, when all the three types of documents have been recorded by the writers after observing the same event.

(10) The word *Zabita* literally means 'that which holds firm'. The words *Dastur-ul-Amal* means a model for executing work, and stand for a manual of rules and regulations in administration. Though *Dastur* has various meanings as Arabic, Persian and Urdu as they developed over

the succeeding centuries, the basic meaning of *Dastur* is a manual of rules and regulations.

The words *Dastur-ul-Amal* and *Zabita* have been very often used as synonymous by the compilers of *Dastur-ul-Amal* and *Zawabit* (pl. of *Zabita*). Sometimes these terms are used together as *Dastur-ul-Amal-i-Zawabit*. But there is evidence to show that *Zawabit* are subservient to a *Dastur*. There are many kinds of *Dastur-ul-Amal* and *Zabitas*. For instance, *Dastur-ul-Amal-i-Naqdi*, *Dastur-ul-Amal-i-Karkhanajat*, and *Dastar-ul-Amal-i-Mansabdaran*. Similarly there are *Zabita* like *Zabita-i-Sawti, Zabita-i-Haziri, Zabita-i-Shash Mah, etc.*

The Mughal government framed *Dastur-ul-Amals* and *Zabitas* as sets of rules and regulations and these comprehensively govern various aspects of civil administration.

Dasturs and *Zabitas* used to be revised from time to time. The earlier *Dastur* was then referred to as *Dastur-i-Sabiq* (or the previous *Dastur*). The *Dastur-ul-Amal* and *Zabita* were issued by the imperial government, and were then incorporated in the *Yaddasht-i-Waqiah* together with the orders of their approval and the dates of their coming into force.

The Andhra Pradesh State Archives has in its possession 150,000 folios of archives pertaining to the reigns of Jahangir (1605-1627), Shah Jahan (1627-1658) and Aurangzeb (1658-1707), which were shifted from *Qila-i-Arak* (Arak Fort), Aurangabad, in 1916 by Syed Khurshid Ali, Superintendent, *Daftar-i-Diwani,* Hyderabad. In addition to these archival holdings, several family and private collections acquired by the C.R.O. and the A.P.S.A. since 1962 contain a number of Mughal documents. All the Mughal documents when they were acquired by the *Daftar-i-Diwani* in 1916, were marked with a small seal reading *"Daftar-i-Diwani"* in purple ink on the top of each folio. This should not be mistaken for a Mughal seal. All these Mughal records in the APSA mainly deal with the following types of documents:—

(*a*) Grant, enhancements, decrease, termination and transfer of *jagirs*.

(*b*) Grant, promotion, reduction and termination of *mansabs*.

(*c*) Reports on the *Hal Hasil* of the areas held by *jagirdars*.

(*d*) News reports from various *jagirs* of the Mughal *subah* of the Deccan as well as the reports of the Mughal intelligence from the territories of the kingdoms of Golconda and Bijapur.

(*e*) Diaries of the court.

(*f*) Reports on the postings and attendance of *mansabdars*.

(*g*) Reports on the verification of *mansabdar* and the branding of their horses.

(*h*) Identification rolls of *mansabdars* and *jagirdars*.

(*i*) Census Reports.

(*j*) Inventories of the Government treasuries, arsenals and store houses of various forts.

(*k*) Manuals of rules and regulations.

(*l*) Accounts of *jagirs* and *mansabs*.

(*m*) Accounts of tributes paid by the rulers of the Deccan.

(*n*) Maintenance of Law and Order.

(*o*) Agreements between the Government and *mansabdars* and others in respect of identification, bail, branding of horses, *etc.*

Most of the records are of the size 4″×7″. Some *Farmans, Nishans. Wazib-ul-Arz, Dastaks, etc.*, are of the sizes measuring 32″×15″, 34″×17″, 25.5″×12.5″ and so on. While most of the documents are in black Indian ink and are recorded in Persian in the *Shikasta* script, some of the *Farmans* and *Nishans* are in excellant *Nastaliq*.

Most of the *Jagir* grants among the Mughal archives are in terms of the Turkish era, which has a cyclic solar arrangement, the cycle consisting of 12 years. The years of the cycle of the Turkish era (12 in number) are named after various animals. The Turkish era cycle is as follows:—

(1) *Sijqan Il* (the year of mouse); (2) *Ud Il* (the ox); (3) *Pars Il* (the tiger); (4) *Tawishqan Il* (the hare); (5) *Lui Il* (the crocodile); (6) *Ilan Il* (the snake); (7) *Yunt Il* (the horse); (8) *Qu Il* (the sheep); (9) *Bich Il* (the monkey); (10) *Takhaqu Il* (the cock); (11) *It Il* (the dog); and (12) *Tanguz Il* (the hog).

According to Al Beruni, the Turkish cyclic era was devised by the Turks by improving on the Syro-Macedonian (or Roman) era, by adding the figure nine to the numerical value of the earlier system, and then by dividing the whole by 12. The remainder showed the year of the cycle. Abul Fazl went into all this, and concluded that it was erroneous by one year. He, therefore, added 7 to the numerical value of the *Mulki* era (*i.e.*, the Seljuqide system of the Seljuk Turks) and divided the whole by 12. The remainder would be the number of the year in the cycle which began with *Sijqan Il* or the year of the mouse.

Every seal on the documents gives the year in which it was engraved. Those of us who today feel that there is too much of paper work in our present system in India on account of today's Paper Explosion (or the Documents Explosion) must remember that the Mughal Government also was essentially a paper government.

The archives of the reigns of Jahangir, Shah Jahan and Aurangzeb which are preserved in the APSA consist of the following types of documents known as *Yaddashts*:—@

1. *Adai-i-raqam*: Payment of cash.
2. *Ata-i-Alufa*: Grant of subsistence.
3. *Ata-i-Jagir*: Grant of *jagir*.
4. *Ata-i-mansab*: Grant of *mansab*.
5. *Ata-i-Maratib*: Gradation of ranks.
6. *Ata-i-Rozina*: Grant of daily subsistence.
7. *Ata-i-Tankhwah*: Grant of salary or stipends, *etc*.
8. *Ata-i-Yaumiya*: Grant of daily allowance.
9. *Awraq-i-chehra*: Preparation of descriptive rolls.
10. *Bahali-i-mansab*: Restoration of *mansab*.
11. *Bahali-i-Yaumiya*: Restoration of daily allowance.
12. *Bara-i-Mohr*: Regarding seal.
13. *Bar-awurd*: Memorandum regarding a pay bill.
14. *Bartarafi-i-mansab*: Termination of *mansab*.
15. *Chauth*: Chauth.
16. *Farahami-i-ghalla*: Supply of food-grains.
17. *Farari*: Regarding a run away or deserter.
18. *Fauti Nama*: A document reporting the death of an incumbent.
19. *Ghair Hazir*: Absence.
20. *Hal-Hasil*: Actual revenue.
21. *Haqiqat*: Particulars of ranks, *etc*.
22. *Haziri*: Attendance.
23. *Hisab*: Accounts.
24. *Ijrai-i-salyana*: Issue of annual allowance.
25. *Ijrai-i-tankwah*: Issue of salaries.
26. *Ikhrajat-i-Ahsham*: Expenditure of forces.
27. *Inam*: Grant of tax free lands.
28. *Intezam-i-Tope Khana*: Management of arsenal.
29. *Irsal-i-raqam*: Remittance of money.
30. *Izafa-i-dihat*: Increase in the assignment of villages.
31. *Izafa-i-mansab*: Increase in *mansab*.
32. *Izafa-i-tankhwah*: Increase in salary.
33. *Kami-i-Mansab*: Decrease in *mansab*.

@A *Yaddasht* is an official memorandum. *Yaddashts* are on a variety of subjects.

34. *Kami-i-Tankhwah*: Decrease in salary.
35. *Khazana*: Treasury.
36. *Mansabdaran-i-Shahi khilat yafta*: *Mansabdars* who were conferred robes of honour.
37. *Mardum-o-Bahaim Shumari*: Human and cattle census.
38. *Maujudat-i-Aspan*: About horses.
39. *Maujudat-i-Tope Khana*: Stock in an arsenal.
40. *Mauqufi-i-Mohr*: Discontinuance of seal.
41. *Mulazamat*: Appearance in the court.
42. *Mumaniat-i-Amal-i-waza*: Prohibition of certain deductions.
43. *Peshkash*: Offerings; tributes.
44. *Qiyam dar jagir*: Permission to stay in *jagir*.
45. *Rasid-i-Nishan*: Receipt of a *Nishan*.
46. *Rawanagi-i-aslaha*: Despatch of arms.
47. *Rukhsat*: Leave.
48. *Tafawut*: Difference (in grants).
49. *Tahwil*: Transfer (of cash or treasury).
50. *Taiyunat*: Postings.
51. *Tajweez-i-jagir*: Assignment of *jagirs*.
52. *Tajweez-i-zamin*: Allotment of lands.
53. *Talab-i-Tankhwah*: Claim of salary.
54. *Tameerat*: Repair and construction of buildings and Public Works.
55. *Tankhwah*: Salary; stipend.
56. *Taqarrur-i-Tankhwah*: Fixation of salary.
57. *Tasdiq-i-Hazri*: Certificate of attendance.
58. *Tasdiq-i-Mahiyana*: Certificate of monthly allowance.
59. *Tashiha*: Muster or verification.
60. *Wasul-i-Khazana*: Receipt of treasury.
61. *Yaddasht-i-Chauth*: Memorandum regarding *Chauth*.
62. *Yaddasht-i-Chehra*: Memorandum regarding identification rolls of civil and military employees.
63. *Yaddasht-i-Dagh*: Memorandum regarding branding of cavalry horses.
64. *Yaddasht-i-Ghalla*: Memorandum regarding granary administration and the food-grain storage system.
65. *Yaddasht-i-Izafa-i-Dihat*: Memorandum of newly settled villages.
66. *Yaddasht-i-Mardum-o-Bahaim Shumari*: Memorandum of human and cattle census.

67. *Yaddasht-i-Mohr*: Memorandum regarding official seals.

68. *Yaddasht-i-Tajweez-i-Zamin*: Memorandum of allotment of land.

69. *Yaddasht-i-Tameerat*: Memorandum regarding constructions and public works.

70. *Yaddasht-i-Tope Khana*: Memorandum regarding arsenals, artillery and ordinance.

71. *Zabita*: Rules and Regulations.

The following are the Mughal documents other than *Yaddashts* which are preserved in the APSA Mughal archival collections:—

1. *Arz-o-Chehra*: Descriptive roll.
2. *Awarija*: Ledger.
3. *Barawurd*: A pay bill.
4. *Chitthi*: A chitty; A chit.
5. *Dastak*: An order; a warrant.
6. *Dastak-i-Dagh-o-Tashiha*: Orders relating to the verification and branding.
7. *Dastak-i-Rahdari*: Passport.
8. *Dastak-i-Saqti-i-aspan*: Orders regarding casualty of horses.
9. *Dastak-i-Taiyunat*: Orders of posting.
10. *Dastak-i-Taqarrur*: An order of appointment.
11. *Dastur-ul-Amal*: A manual; A set of rules.
12. *Farman*: A firman; A royal edict or order.
13. *Fehrist-i-mulaziman*: List of Imperial servants.
14. *Hazir Zamini*: Security bond for personal appearance.
15. *Hukm*: Order.
16. *Iltimas*: Petition.
17. *Iqrar Nama*: An agreement bond.
18. *Mahzar Nama*: A written collective attestation or representation.
19. *Muchalka*: A security or indemnity bond.
20. *Nishan*: An order issued by a prince or a member of a royal family holding public office.
21. *Parwancha*: Royal orders.
22. *Qabzul wasul*: Acquittance roll.
23. *Roznamcha*: Daily diaries, relating to subjects like verification, branding, or attendance, *etc.*
24. *Sanad*: A written authority for holding either land or office.
25. *Saqti Namah*: A casualty list of horses.

26. *Siyaha-i-Amwal*: Details of the disposition of the personal effects of a deceased.

27. *Siyaha-i-Chauki*: Diary relating to the outposts.

28. *Siyaha-i-Huzur*: A Court diary.

29. *Siyaha-i-Sawaneh*: An intelligence report.

30. *Siyaha-i-Tashiha*: Muster-roll.

31. *Siyaha-i-Waqai*: A diary of events.

32. *Tumar*: A document relating to accounts, or containing reports of battles.

33. *Tumar-i-Haziri*: An attendance roll.

34. *Wajib-ul-Arz*: A note submitted by an inferior to a superior seeking his orders.

As all the words given above are all of a specialized nature which mainly pertain to civil, military, administrative, land revenue, legal and judicial terms which frequently occur in the archives and documents of our Mughal archival collections, they have been separately compiled in the lists that comprise this theasurus, and have not been included in the general Glossary.

NOTES

(1) The corrected equivalents in the Gregorian Calendar have invariably been given in this book for all Hijra and Fasli dates.@

(2) The terms "lakh" and "crore" wherever they occur in the archives or in this book mean the figures 100,000 and 10 million (10,000,000) respectively.

(3) The illustrations in this book of the Charminar, Hyderabad, and the Golconda Fort, Golconda, near Hyderabad, have been reproduced by the courtesy of the Director of Archaeology and Museums, GOAP, Hyderabad.

(4) An approximate calculation of the year *Anno Domini* can be arrived at by adding the figure 590 to the Fasli year. The Fasli year starts on the 1st July. The records of the Nizam's Government and its *daftars* from 1720 to 1850 show dates in the Hijra era. Thereafter, Fasli and Hijra dates are given.

(5) Both the forms of nomenclature "Central Record Office" and "Central Records Office" are correct with respect to the C.R.O., Hyderabad. The office name-board showed the nomenclature "Central Record Office" till 1965. In 1965 the C.R.O. moved from Irrum Manzil to the new APSA buildings in Tarnaka, Hyderabad, and became the State Archives of Andhra Pradesh. Many of the books published show the name of the office as the Central Records Office.

(6) The year of the Islamic era (Hijra era) which is commonly known as the Hegira year, Hijra year, or the *Anno Hegirae* (A.H.), commences with the flight of Muhammad, the Prophet [570-632 A.D.] from Mecca to Medina. The day and date fixed later by Caliph Omar I (634-644 A.D.) for the commencement of the Hijra era (*i.e.*, 1st Muharram) was Friday, the 16th July, 622 A.D., though Muhammad is believed to have reached Medina on the 22nd September, 622 A.D.

@ All the dates, especially those which are recorded in old records and archives in the Hijra and Fasli years, have been cross-checked with the tables in the following series of authoritative publications of the Government of Madras, printed by the Superintendent, Government Press, Madras, in 1915 and 1922:—

(1) *An Indian Ephemeris*—A.D. 1800 to A.D. 2000, by Diwan Bahadur L. D. Swamikannu Pillai; published in Madras: 1915.

(2) *An Indian Ephemeris* by Diwan Bahadur L. D. Swamikannu Pillai, 6 Vols, (as detailed hereunder); published in Madras: 1922:—

(*i*)	Vol. I	..	700—799 A.D. Part I—General Principles. Part II—Tables.
(*ii*)	Vol. II	..	800—999 A.D.—Tables.
(*iii*)	Vol. III	..	1000—1199 A.D.—Tables.
(*iv*)	Vol. IV	..	1200—1399 A.D.—Tables.
(*v*)	Vol. V	..	1400—1599 A.D.—Tables.
(*vi*)	Vol. VI	..	1600—1799 A.D.—Tables.

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Today, the universally accepted date for commencement of the Hijra era is the one fixed by Caliph Omar I, *viz.*, 6th July, 622 A.D.@

Thirty years form a full cycle of the Islamic calendar. The details of the Islamic year are as follows:—

Manth	*No. of days*	*Day of Commencement reckoning from beginning of year.*
Muharram	30	—
Safar	29	30
Rabi-ul-awwal	30	59
Rabi-ul-akhir (or Rabi-us-sani)	29	89
Jamadal-awwal	30	118
Jamadal-akhir (or Jumad-us-sani.)	29	148
Rajab	30	177
Shaban	29	207
Ramazan	30	236
Shawwal	29	266
Zilkada	30	295
Zilhijja	29	
-do- (when intercalary)	30	325

The length of the Hijra year, which follows the lunar system, is roughly speaking, 10 days lesser than the solar year which the Gregorian calendar follows.

(7) The Metric System of Weights and Measures is in vogue in the Indian Union since 1957. In the archives and documents preserved in the APSA and its regional branch offices, and in the Collectorates, frequent references are made to the units of various indigenous systems of weights and measures, especially the *Maund*. The *Maund* (H. and U.) or *Manugu* (Tel.) was a measure of weight which was in general use all over India. The South Indian *Maund* was fixed at 25 lbs. or pounds. A *maund* was the same as *tumu* and was equal to 40 *seers*. 20 *maunds* were equal to one *Khandi* (=500 lbs.).

At present India follows, broadly speaking, the CGS or Centimetre-Gramme-Second system. In 1960, the General Conference on Weights and Measures (*Conference Generale des Poids et Mesures* or CGPM) adopted the S.I. system (*Systeme International d' Unites*). India is a member of the CGPM and subscribes to, and follows, the S.I. system.

@Omar I fixed the commencement of the Hijra era from the new moon of the first month (Muharram) of the year in which the Prophet fled from Mecca to Medina.

(8) The sequence of the months of the *Fasli* year are as follows: Azur (first month), Dai, Bahman, Isfandar, Farwardi, Ardibehist, Khurdad, Thir, Amardad, Shahrewar, Mehir and Aban. The two volumes of *Diglott Calendar, viz.*, Volume I (1879 to 1930 A.D.) and Volume II (1931 to 2000 A.D.), published by the Bureau of Economics and Statistics, GOAP, in 1961, give parallel dates according to the Gregorian, *Fasli,* Hijra and *Saka* Eras. These two volumes will be found to be useful when consulting pre-1948 records of Hyderabad State, which contain *Fasli* and Hijra dates.

(9) The National Calendar of India (Saka Era or S.E.) is the unified Indian National Calendar adopted by the Government of India to be used for official purposes. The new calendar which was introduced from 22nd March, 1957 A.D., is based on the old *Saka* era which began with the vernal equinox in 77 or 78 A.D. (around 21st March). *Chaitra* is the first month of the new calendar and *Phalguna* is the last month of the new Saka era year. The days of this new calendar have a permanent correspondence with the days of the Gregorian Calendar, 1st *Chaitra* falling on 23rd March in a common year and on 21st March in a leap year. [The year 1980 A.D. is a leap year. Hence 1st *Chaitra*, 1902 (Saka) will fall on 21st March, 1980].

(10) The old *Salivahana Saka* era@ commencing from the vernal equinox in 77 or 78 A.D. was popularised by the Andhra—bhritya emperors of India belonging to the Satavahana dynasty, and was in general currency in the territories controlled by the Imperial Satavahanas, and the Western Satraps (*Kshaharatas* or *Kshatrapas*) of (Western) India, which means 80 per cent of greater India.

(11) The sequence of (Hindu) months in the old Salivahana Saka era has been retained in the new Saka era established by the Government of India. The sequence of months is as follows: Chaitra (first month), Vaisakha, Jyeshtha, Ashada, Sravana, Bhadra, Asvina, Kartika, Agrahayana, Pausha, Magha and Phalguna (last month).

(12) In Indian chronology, the usual mode of citing a date is by means of *gata* or "expired" years, and *amanta* months (or months beginning with the first *tithi*** after *Amavasya* or the new moon). *Chaitradi* years are lunar years beginning with Chaitra. The lunar year can begin with Chaitra only when the solar year begins with *Mesha Sankranti.* It follows, therefore, that a chronological reckoning system by *Chaitradi* lunar years is the same as reckoning by *Meshadi* solar years. *Varttamana* years are current years as opposed to *gata* or expired

* The Scythian (Saka) and Graeco-Scythian invasions of India from Seistan (Sakasthan and Central Asia came in waves between *circa* 324 B.C. and 320 A.D. The saka era starting from 78 years after the advent of the Christian era is believed to have been founded by a Saka king called Salivahana. This is, however, contemporaneous with the reign of the Satavahana emperor, Gautamiputra Satakarni (82-106 A. D.), who styled himself as the destroyer of Sakas (Indo-Scythians), Yavanas (Greeks) and Pahlavas (Indo-Parthians), This is significant.

** *tithi* (S., Tel.)=day.

years. *Purnimanta* months begin with the *tithi* after full moon. *Kartikkadi* lunar years (or "southern" years) begin with the lunar month *Karttika.*

(13) The salient features of some of the Indian eras which are followed in Indian Chronology are given below, as adopted from Cunningham, Fleet, Kielhorn, Sewell and other chronologists. For each era a formula is given below in brackets whereby a year of each era, "expired" or "current" as the case may be, may be obtained from the A.D. year (Christian era):—

(1) The *Kaliyuga.* (expired year=3102 *minus* B.C. year; or A.D. year *plus* 3101). The Kaliyuga is used as an era all over India, as a solar (*Meshadi*) year and a luni-solar (*Chaitradi*) year. The *Kaliyuga* started on 20th February 3102 B.C.

(2) The *Vikrama Samvat* era. (expired year=A.D. year *plus* 57). This era is used extensively all over northern India, except Bengal. It is used widely in Gujarat, Madhya Pradesh, Rajasthan and Uttar Pradesh especially by people in business, commerce, industry and indigenous banking. It is *Krattikkadi Amanta* in Gujarat (and hence called Southern Vikrama), and *Chaitradi* and *Purnimanta* in North India (and hence called Northern Vikrama). It is also called *Malava* era or simply "Samvat".

(3) *Salivahana Saka* era. (expired year=A.D. year *minus* 78). The system followed is *Meshadi* (for solar year) and *Chaitradi* (for luni-solar year), generally *amanta,* but *purnimanta* in northern India. (Current Saka years are very often quoted in inscriptions and epigraphy, in which case the formula is, current *Saka* year=A.D. year *minus* 77).

(4) *Fasli* year (luni-solar) in North-West India, Bengal, Orissa, Northern Circars, *etc.* (current year=A.D. year *minus* 592).

(5) The *Dakhan Fasli* system of reckoning (current year=A.D. year *minus* 593) was followed up to 1556 A.D. when its number was 963, a Hijra year, but from that year onwards it has been kept as a solar year. Identical in number with the *Bengal San* era year.*

(6) The *Maratha Shuhur San* (or *Arabi-san*) (current year=A.D. year *minus* 599) was used widely all over India during the years of the supremacy of the Chattrapatis, the Peshwas and the Maratha Confederacy. Like the *Dakhan Fasli,* it begins when the sun enters the *nakshatra* Mrigasiras. The *Maratha Raja-Saka* era (current year=A.D. year *minus* 1673) was

* *Bengal San* or *Bengali San* (or *Sen*) era's formula is, current year=A.D. year *minus* 593. The *Bengali San* system is *Meshadi*, current solar year

established on the accession of Sivaji. The number of the year used to change every *Jyeshtha sukla trayodashi* which was the *tithi* of Sivaji's accession. Dates of both these eras occur in Marathi-Modi documents preserved in the APSA.

(7) The *Tarikh-i-Ilahi* or mighty/divine era, dating from the accession of Akbar (14th February, 1556) fell into disuse, temporarily in Shah Jahan's reign, and finally in Aurangzeb's reign. This era's days and months were solar *without* intercalations. There are some documents in the APSA which bear these dates. Akbar (1556-1605) started the *Tarikh-i-Ilahi* era as part of his efforts to propound a new universal religion called the *Din-i-Ilahi.*

14. *Chronology and Indian Eras* (as in 1977) :

The appended Table gives the dates of the commencement of the year of important Indian eras in 1977 A. D. which is the year of the *Maha Poorna Kumbha Mela* in Prayaga (Allahabad), Uttar Pradesh (January-February 1977), which was the greatest event of the epoch for India and Hinduism.

TABLE

BEGINNING OF IMPORTANT INDIAN ERAS IN 1977 A. D.

Sl. No.	*Name of the Era*	*Year*	*Begins on (date) in 1977*
(1)	(2)	(3)	(4)
1.	Saka Era (National Calendar)	1899 Saka.	March 22
2.	Vikrama Samvat era.	2034 Vikrama.	March 20 (*Chaitradi*)
3.	Vikrama Samvat era	2034 Vikrama.	November 12 (*Kartikkadi*)
4.	Vikrama Samvat era	2034 Vikrama.	April 13 (Lunar) or April 13-14 (Solar)
5.	Saka era (traditional) (Salivahana Saka era.)	1899 (Salivahana Saka)	March 20 (Lunar) or April 13-14 (Solar)
6.	Bengali San era.	1384 B.S.	April 14.
7.	Fasli San era.	1385 Fasli San.	September 28 (Northern India)
8.	*Anno Hegirae* (Hijra era).	1398 A.H.	Dccember 12
9.	Buddha Nirvana era. (Buddha era).	2521 (Buddha era)	May 3
10.	Mahavira Nirvana era	2504 (*Jaina* era)	November 10
11.	Kollam era (Kerala)	1153 (Kollam)	August 17 (Kerala)
12.	*Kaliyuga*	5078 Kaliyuga.	April 15

The data in the Table comprises a ready-reckoner for all major Indian eras as in 1977. Most of these eras are quoted in the archives, records, manuscripts and tracts preserved in the Andhra Pradesh Archives.

15. *The East India Company's System of Record-keeping*:

The Government of India as it existed in 1947 and as it, by and large, exists even today, evolved from the administration of the English East India Company's settlements in Bengal called "Factories". In the 1600's and 1700's, the business of these British Factories consisted of only Trade and Commerce, and allied subjects. That business was deliberated upon and disposed of by a Council containing of Factors, the senior most of whom was the Chief Factor. The Chief Factor in Calcutta evolved into the Governor of Fort William in Bengal, who later on became "the Governor-General of Fort William in Bengal". The number of members of the Council varied from one factory to another. For long, the Chief Factor was called President of the Council especially in Surat, Bombay, Madras and Calcutta Factories. From this office of President evolved the Presidencies of Madras, Bengal and Bombay. The Regulating Act of 1773 fixed the number of members of the Council in Calcutta at four, including the Governor-General, the first one of whom (under the Regulating Act) was Warren Hastings.

16. Matters for disposal were discussed in the Council and entered by its Secretary in "the Diary and Consultation Book" and later only in "the Consultation Book". In addition to this Consultation Book, two other books were maintained, *viz.*, one containing copies of letters received and the other of letters issued/despatched by the factory. These three books contained a comprehensive record of all transactions of a factory, *except* the letters to, and from, the Court of Directors of the H. E. I. C. in English which were bound in two separate series of volumes.

17. With the acquisition of large tracts of territory by the East India Company after 1800 (please see the *Chronological Table* in this book), modifications in the system of record-keeping in the various Factories became necessary. The registers of letters received and despatched were dispensed with. All papers considered in the Council alongwith the Council's decisions thereon were entered in the "Consultation Book". The agenda papers were placed before the Council by its Secretary, who later evolved into the Chief Secretary to Government in the Governors' Provinces in British India. At the end of each meeting the Council's Secretary prepared the minutes wherein the list of papers considered and the orders, resolutions, *etc.*, recorded by the Council on them, sometimes in full, were entered in the order in which they were considered, and numbered serially. These minutes were called "Body Sheets". The order of the entries was the same in the Body Sheets except that the documents

were copied out in full. This book containing the proceedings of one meeting were placed before the Council in its next meeting (held generally after one week) and signed by the Members after approval. These volumes at first called "Consultation Books" came to be known later on as "Proceedings Volumes". The original documents from which copies were made were known as "Original Consultations". Certain communications which were of a routine nature and which were not considered as important enough to go before the Council were kept separately in an "Order Book" in the Company's Offices. The aforementioned system of record-keeping continued till the end of the Company's period in 1857. The records of the East India Company (1600-1857) period are entirely in manuscript volumes. The most important of these archives in the possession of the T. N. A., Madras and the A. P. S. A., Hyderabad, are the Proceedings Volumes, the Consultations, the Original Consultations, and Letters to Fort St. George from the H. E. I. C.'s Court of Directors in England, and Letters from Fort St. George to the Company's Court of Directors.

18. The period 1600-1748 was the Factory period of the East India Company. With the growing political power of the Company after 1750-1775, the Company divided its business into various sub-heads such as Public, Secret, Special, Political, Military, *etc.* The Company which had carved out a huge empire in India had a huge bureaucracy and administrative machinery which were effectively controlled from three regional centres, *viz.*, the Presidencies of Calcutta, Madras and Bombay. With the confering of the *Diwani* of Bengal, Bihar and Orissa on the East India Company by the Mughal Emperor, Shah Alam II (1759-1806) in 1765, and the acquisition of large territories in the North, the importance of the Bengal Presidency increased tremendously. Calcutta was formally recognized as the capital of "The Supreme Government of India" when under the Regulating Act of 1773, the Governor of Bengal became the Governor-General of India. In 1858, when India passed from the H. E. I. C. to the Crown, the Governor-General also became Viceroy and the Secretariat of the G. O. I. was re-organized. At each one of these stages, much effort was put in by the British to simultaneously re-organize archives-keeping and records management.

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8	Sub-heading	..	*Transfer of the Daftari-i-Qanungoi-wa-Chak Bandi:*	*Transfer of the Daftar-i-Qanungoi-wa-Chak Bandi:*
14	1	5	*Abilekha*	*Abhilekha*
16	Table	Sl.No.4 col. No. 5 2nd line	Timmanna Bhatt	Timmanna Bhat
24	Sl.No. 25	..	*Qahzul Wasul....*	*Qabzul Wasul......*
25		2	(*i*) *Akham*	(*i*) *Ahkam*
27	Footnote	2	*dejure*	*de jure*
29	Table	Sl.No.26 col.No. 5 4th line	Petalchorue,	*Petalchore,*
48	Table	Col.No. 1 7th line	*Akhams*	*Ahkams*
51	Table	Col.No.3 last line	*Waqa-i-Nigari* *1	*Waqa-i-Nigari* 1
		Col.No.3 item (*e*)	*Jagir-i-Mashrut-ul Khidmat*	*Jagir-i-Mashrut-wa-Khidmat*
55	2	2	*Tafweej Namajat*	*Tafweez Namajat*
55	1st Table	2	*Tajweez Nama*	*Tafweez–Nama*
56	Table	Sl. No. 3 Col. No. 3 line 4–5	Afsar Jang"	"Afsar Jang"
	,,	13	Azdar-ud-Daula	Afsar-ud-Daula
61	9	1	1765–1929,	1756–1929,
64	Footnote	10	*Risala Taqlees*	*Risala Taqleel*
	Footnote	8	†*Mahr-i-Mawajjal:*	§ *Mahr-i-Mawajjal:*

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70	Footnote	1	c eden-	creden-
72	..	2	*Kaifiyat-i-Jagir-daran,- wa--Inamdaran* (The	*Kaifiyat-i-Jagirdaran-wa-Inamdaran* (The
79	1	3	Victoria Reginaet Imperatrix	Victoria Regina et Imperatrix
82	last	3	therefore,	thereafter,
83	2	1	*Daftar-i-Taqseem-i-Wazaf-wa-*	*Daftar-i-Taqseem-i-Wazaif-wa-*
84	Table	Sl.No. 12 Col.No.2	*Hundiyal-i-*	*Hundiyat-i-*
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98	1	2	*Kalsa*	*Khalsa*
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177	1	2	the effect harmful of	the harmful effects of

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192	1 (III)	Sl.No. (8)	*Revue Internale des Archives.*	*Revue Internationale des Archives.*
252	Footnote	..	Sans	Sans.
289	..	Sl.No.58 2nd line	dollies	doles
292	..	15	G O.	G.O.
325	(F)12	1	Platls	Platts
	7	1	Moracco	Morocco
329	2nd Footnote	..	difted	shifted
369	..	4	Kuzakh	Kazakh
374	"X"	6	boy	body
377	Sub-heading	1	Revenue,	Land Revenue,
378	Footnote	3	*Siyaha-i-Wqaai,*	*Siyaha-i-Waqai,*
379	..	last	abdari	sabdari